

Terms of Reference: 'VU Extra' Committee

The 'VU Extra' Committee assesses the eligibility of programs to be included on the VU Extra Transcript. The VU Extra Transcript provides evidence of involvement in approved extra-curricular programs contributing to University life, the personal and professional development of the student and attaining the VU Graduate Capabilities.

The Committee was formed in September 2017 and meets twice a year, or as required. The committee can only make decisions if 50% or more of members are present.

The Committee is responsible for:

- (1) Assessing whether programs meet the criteria for inclusion on the VU Extra Transcript according to the criteria specified in the [VU Extra Transcript Procedure](#)
- (2) Guiding decisions about all aspects of the VU Extra Transcript and associated processes.
- (3) Inviting nominations from Program Sponsors across the University.
- (4) Seeking expert advice as needed from across the University.

Membership:

- Director Student Administration or nominee (Chair)
- Director Student Services, or nominee
- Associate Director Employability, Retention & Pathways
- Student representative, nominated by Director Student Services
- Two academic staff representatives, nominated by the PVC Students
- A representative of Victoria Polytechnic, nominated by the PVC Students
- A representative of VU International nominated by Director Student Administration.