Awards Regulations - Victoria University Extra Transcript Procedure

Section 1 - Summary

(1) This Procedure provides the criteria and processes for approving and issuing Victoria University (VU) Extra Transcripts to eligible students.

Section 2 - Accountability

Accountable / Responsible Officer	Role
Accountable Officer	Pro Vice-Chancellor, Students
Responsible Officer	Director, Student Administration

Section 3 - Scope

(2) All students.

Section 4 - Definitions

(3) VU Extra Transcript

(4) Program Sponsor – The manager or business owner of a program approved for inclusion by the VU Extra Committee.

Section 5 - Policy

(5) Refer to Awards Regulations 2018.

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Student Services (Assessments and Completions)	Generates and issues VU Extra Transcripts to eligible students. Maintains a register of programs approved for inclusion by the VU Extra Committee. Maintains register of VU Extra Transcripts and awarded students for audit and verification purposes.
VU Extra Committee	Assesses whether nominated programs meet the criteria for inclusion on the VU Extra Transcript. The Committee is comprised of: • Director, Student Administration or nominee (Chair) • Director, Student Services, or nominee • Student representative, nominated by Director, Student Services • Two academic staff representatives, nominated by the Dean of Students • A representative of Victoria University Polytechnic, nominated by the Dean of Students. • A representative of VU International nominated by Director, Student Services
Program Sponsor	Nominates their program for inclusion on the VU Extra Transcript, providing all required information about the program within required deadlines. Maintains accurate records on student involvement in approved programs in a secure repository.

Part B - Program Eligibility

(6) The VU Extra Committee will determine if programs meet the criteria for inclusion on the VU Extra Transcript according to the following criteria:

a. Programs must require a significant level of involvement by students (usually a minimum of 20 hours per program, including training time, at the discretion of the Committee);
b. Programs must assist students in developing skills associated with VU's graduate capabilities, such as:
    i. Effective communication,
    ii. Responsible and ethical citizenship,
    iii. Intercultural-understanding and;
    iv. Creative life-long learning.
c. Programs will ideally be those which prepare students for employment or other entrepreneurial endeavours;
d. A student's attendance/participation must be recorded and verifiable by the Program Sponsor;
e. Participation must be on a volunteer basis. Paid activities are not eligible.

(7) Activities which form part of the student's course requirements or contribute to formal assessment must not be included.

(8) Only University programs and TNE partner programs meeting the criteria and approved by the VU Extra Committee can be included on the VU Extra Transcript.

(9) VU Extra Transcripts will include information about participation in programs from July 2017 onwards and are not retrospective.

(10) Program sponsors wishing to be considered for inclusion on the VU Extra Transcript must provide all information required by the Committee using the official VU Extra Transcript Nomination Form. Nominations must be received by the specified deadline.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

(11) The VU Extra Committee will set the meeting frequency.

Part C - Content of VU Extra Transcript

(12) 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.

(13) The VU Extra Transcript differs from the Academic Transcript, which contains results and marks achieved in the student's unit of study, and the Australian Higher Education Graduation Statement (AHEGS), which contains information about the student's academic results, the course, the institution and the Australian higher education sector.

(14) Eligible programs will only appear on an individual student's VU Transcript if the Program Sponsor confirms to Student Services the student's completion of the requirements of that program.

(15) The VU Extra Transcript design will include the following information in relation to each approved program:

a. Program title;
b. Program description;
c. Student's year or years of participation and/or completion.

(16) The transcript will be printed on secure stock as approved by the Director, Student Administration. The stationery will be stored in a secure location and accessed by authorised staff only.

(17) The design/format of the Transcript will be approved by Committee members.

(18) The reverse side of the transcript will include any explanatory information deemed necessary by the Director, Student Administration.

Part D - Provision to Students

(19) Eligible students will have access to an official VU Extra Transcript free of charge upon graduation.

(20) Students may request an official VU Extra Transcript at any other time upon payment of the approved fee as deemed necessary by the VU Extra Committee.

(21) Students can print an unofficial copy of their VU Extra Transcript at any time, free of charge, via MyVU.

(22) Students with outstanding debts or other encumbrances may not receive a VU Extra Transcript.

Section 7 - Guidelines

(23) Nil

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Status and Details

Status	Historic
Effective Date	26th February 2018
Review Date	26th February 2021
Approval Authority	Vice-President (Infrastructure and Students)
Approval Date	7th February 2018
Expiry Date	27th August 2019
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Darrel Caufield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations +61 3 9919 4078

Glossary Terms and Definitions

"VU Extra Transcript" - A certificate issued by Victoria University (VU) which provides evidence of involvement in approved extra-curricular programs run by VU.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.