

## SUPPLEMENTARY STATEMENT OF ACHIEVEMENT POLICY

**Commencement Date:** 1 January 2007

**Category:** Teaching and Learning

### 1. PURPOSE

With effect from 1 January 2007, eligible students may be issued with a Supplementary Statement of Achievement in accordance with this policy.

The Supplementary Statement of Achievement is an official document issued by the University, separate to and in addition to the Academic Transcript, to recognise Curtin-related achievements or involvement in Curtin-related activities that are not recorded on the Academic Transcript.

The Supplementary Statement of Achievement will be implemented in two stages.

**Stage 1** is effective from 1 January 2007 and will incorporate only a limited range of information.

**Stage 2** will be effective from a date to be determined and incorporate additional information.

### 2. APPLICATION

All Students

### 3. POLICY STATEMENT

#### 3.1 Content of Supplementary Statement of Achievement

##### 3.1.1 *Stage 1 (with effect from 1 January 2007)*

The information to be included on the Supplementary Statement of Achievement is limited to the following:

- 3.1.1.1 Membership of the VC's List
- 3.1.1.2 Scholarships and awards administered by the Student Central Scholarships and Financial Aid Office and approved for inclusion by the Director, Student Services
- 3.1.1.3 Scholarships administered by the ORD Scholarships Office and approved for inclusion by the Director, Student Services
- 3.1.1.4 Involvement in voluntary/extra-curricular activities organised or administered by Central Administration areas (for example Campus and Community Life) and approved for inclusion by the Director, Student Services

If a student has been granted membership of the VC's list but has no other scholarships, awards or activities authorised to be recorded on the Supplementary Statement of Achievement, the student will not be eligible for or be issued with a Supplementary Statement of Achievement.

Membership of the VC's list will continue to be recorded on the Academic Transcript.

The reverse of the Supplementary Statement of Achievement shall include any explanatory information deemed necessary by the Director, Student Services.

Determination of what shall be included on the Supplementary Statement of Achievement, including additions, deletions and amendments shall rest with the Director, Student Services.

### **3.1.2 Stage 2 (implementation date to be determined)**

From the implementation of Stage 2, it is proposed that the Supplementary Statement of Achievement will include the following additional information:

- 3.1.2.1 Receipt of other scholarships or prizes related to study at Curtin
- 3.1.2.2 Involvement as a student mentor or student ambassador on behalf of Curtin
- 3.1.2.3 Participation in Intervarsity or University Games sport on behalf of Curtin

## **3.2 Provision of the Supplementary Statement of Achievement**

- 3.2.1 Eligible students will be provided with a Supplementary Statement of Achievement, free of charge, in the following circumstances:
  - 3.2.1.1 On graduation, following the conferral of an academic award by Council.
  - 3.2.1.2 Where a student withdraws before completion of a course, on cessation of studies at Curtin.
  - 3.2.1.3 In such other circumstances as approved by the Director, Student Services.
- 3.2.2 In all other circumstances, a Supplementary Statement of Achievement will be provided to a student on payment of the prescribed fee.

## **3.3 Issuing of Supplementary Statements of Achievement**

Supplementary Statements of Achievement shall only be issued by the Director, Student Services or as authorised by the Director, Student Services.

## **3.4 Security of Supplementary Statement of Achievement Paper**

- 3.4.1 Official stationery used for printing Supplementary Statements of Achievement paper must be stored in a secure manner.
- 3.4.2 Only staff authorised by the Director of Student Services shall be permitted access to Supplementary Statement of Achievement paper.

## **3.5 Students with Sanctions for Outstanding Debt**

Notwithstanding any other provisions outlined in this policy, any student with a sanction for outstanding debt to the University is not entitled to receive a Supplementary Statement of Achievement.

### **RESPONSIBILITIES**

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<b>Approval Authority:</b>	Academic Board
<b>Review Date</b>	October 2009

**REVISION HISTORY:**

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