



Melbourne High School Diploma Handbook 2016

1. Introduction

The Melbourne High School Diploma is awarded to students to testify to their successful completion of the academic program and to their active participation in the School's co-curricular program across their time at the School.

1.1 Levels of Achievement

The diploma will be awarded to students who have successfully met the minimum completion and participation requirements of the School's academic and co-curricular program across their school years. The diploma has four levels of achievement differentiated by record of co-curricular involvement and achievement.

Diploma with Highest Honour	<i>Summa Cum Laude</i>
Diploma with Great Honour	<i>Magna Cum Laude</i>
Diploma with Honour	<i>Cum Laude</i>
Diploma	

1.2 Pre-requisites for receiving a diploma

Successful completion of academic studies and all compulsory school programs are a pre-requisite for gaining a diploma. Compulsory programs such as Community Service and Work Experience must be completed to be eligible for the MHS Diploma.

1.3 Diploma and Transcript

Upon completion of Year 12, students who successfully meet the diploma requirements will receive both a diploma and transcript as evidence of their academic and co-curricular achievement. Diplomas with Highest Honour are presented at Speech Night.

2. Administration of the Diploma

2.1 Melbourne High School Diploma Committee

The diploma will be overseen by a committee consisting of: the Principal, Diploma Coordinator, the Service Council and Director of Sport. The Diploma Committee will decide prior to the commencement of the school year the credits that can be awarded for relevant activities. The committee will annually review the criteria and equity in the credit distribution allocated to activities. Any changes to the rules, award divisions and credit system will be made annually, prior to the commencement of the next school year. Where possible, a cohort should follow the same set of rules for their four-year tenure at the school.

2.2 Student Learning Coordinators

In consultation with the Diploma Coordinator, Student Learning Coordinators will assist with the verification of student data, and work with students to set goals for achievement within the MHS Diploma. Student Learning Coordinators will reconcile discrepancies within student data, and when necessary adjudicate over any issues relating to the award of credits. Individual student data will be accessible to Student Learning Coordinators, in order that progress throughout the four years can be tracked and monitored. The database will store information that is verifiable by teachers and program coordinators.

2.4 The students' role in administration of the Diploma

Students are able to track their co-curricular participation via an online interface. They will be able to view records of participation but not credits assigned. Students are responsible for ensuring the data stored within the Diploma database is accurate. All student data must be correct and up to date prior to the last day of the school year, and prior to the set date for year 12 students. An application for the correction of incorrect or incomplete data should be made to the Diploma Coordinator.

3. Awarding Credits

Credits will be awarded for each eligible co-curricular activity, each semester.

3a. Principal's discretion

The diploma is designed to recognise students' achievements within Melbourne High School. For outstanding achievement within the school, which does not fit within the current parameters of the diploma, the principal may reward students with credits.

3b. Students enrolling in MHS after Year 9

Students who enrol in year 10 will be given a ranking within the cohort based on their first year's performance. At the end of year 10, student data will be ranked within the cohort based on performance over one year, and students will then be given credits to give them the same standing within the two-year rankings. Students enrolling after year 10 will not be eligible for the MHS Diploma.

4. Academic program

Successful completion of all academic course requirements is a pre-requisite for award of the diploma. Students who satisfactorily complete all required work will receive a Satisfactory (S) result on their academic reports for each subject. Students who receive an N (not satisfactory) result for any academic subject during their enrolment will not be eligible to receive the MHS Diploma.

4.1 Redemption of an N result

Students in years 9 and 10 will be given the opportunity to "honour the work" and redeem credits for N results, but results printed on reports will not be changed. The terms for redemption of work will be determined and administered by the Student Learning Coordinators and Assistant Principal. Students who receive an N in a VCE course will not have the opportunity to redeem credits.

5 Co-curricular Involvement

Activities and clubs operating within the Involvement program will be allocated credits based on the level of commitment required. All activities within the Involvement program will be allocated to a division. The divisions will be differentiated based on a set of criteria. Activities will be allocated to a division annually subject to review by the Diploma Committee. Prior to the end of each year, the Committee will review the allocation of each activity program.

Each program will have two levels of credits to award to students; adequate participation and degree of achievement. The Diploma Committee will set guideline to differentiate between these levels and Program Coordinators will allocate credits to students accordingly. Credits will be awarded at the end of each semester.

Division A - 1 meeting per week - over 5 major activities per semester (in and/or out of school) - over 50 hours of time commitment to activities over the course of the year - program includes formal educational outcomes that students are required to achieve Credits	Division B - at least 1 meeting per fortnight - up to 5 major activities per semester (in and/or out of school) - up to 50 hours of time commitment to activities over the course of the year	Division C - regular meetings - up to 4 major activities per semester (in and/or out of school) - up to 40 hours of time commitment to activities over the course of the year	Division D - regular meetings - up to 3 major activities per semester (in and/or out of school) - up to 30 hours of time commitment to activities over the course of the year
Participation: up to 4 credits per semester	Participation: up to 3 credits per semester	Participation: up to 2 credits per semester	Participation: 1 credit per semester
Achievement: up to 4 credits per semester	Achievement: up to 3 credits per semester	Achievement: up to 2 credits per semester	Achievement: 1 credit per semester

5.1 Capping

The total number of credits a student can acquire in any of:

Sport activities Music activities Other activities: will be capped at 100 credits

6. Citizenship and Leadership

Credits will be awarded at the end of each semester for the following positions.

Division A School Captain School Vice-Captain House Captain Music Captain SRC President SRC Vice President SRC Cabinet	Division B House Captain House Vice-Captain SRC Exec. Year 12	Division C House Age group captain Junior School Captain SRC Exec. Year 9-11 Junior Leadership program Ray Willis Leadership scheme	Division D Form Captain SRC Form Rep. Club Leader
Participation: up to 4 credits per semester	up to 3 credits per semester	up to 2 credits per semester	1 credit per semester
Achievement: up to 4 credits per semester	up to 3 credits per semester	up to 2 credits per semester	1 credit per semester

7. Level of Achievement

The diploma will be earned by meeting the pre-requisite requirements and attaining the minimum required credits in co-curricular programs for each level of achievement.

Level of achievement	Diploma	With Honour	Great Honour	Highest Honour
Year 9 Entry				
Minimum Co-curricular credits	40	75	100	150
Year 10 Entry				
Minimum Co-curricular credits	30	60	80	120

8. Activities by Division: 2016

Division A	Division B	Division C	Division D
Army Cadets Air Force Cadets Rowing Symphony Orchestra	AFL Football Basketball Camerata Hockey Lacrosse Musical/Play: Lead role Rugby Volleyball Stage Band Water polo Tattum Band	Athletics Big Band Chorale Cricket Cross Country Davis Band Debating Futsal Musical: orchestra Musical/Play: stage crew Musical/Play: supporting role Netball Singers Soccer Soul Moves String Orchestra Table tennis	All other sport activities All other music ensembles All other involvement groups Instrumental Music tuition Music Theory Musical/Play: ensemble