

Recording Grades on Academic Transcripts for Non-Award (Including DEST Enabling) Courses Policy

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| Purpose: | [Brief statement as to why the policy is required] | | |
| Audience: | Staff and Students | | |
| Contact Officer: | Secretary to Academic Council | Phone: | See Campus Directory |

Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.

Policy:

1. Domestic students formally enrolling in tertiary units with an assessable outcome will be registered on the student records system in a non-award course and be subject to the University's regulations and the Higher Education Support Act with respect to student contribution (HECS) and Fees.
2. Domestic students enrolling in Enabling Bridging Courses, other than the Kulbardi Alternative Tertiary Entrance Course (KATEC), will be registered on the student records system in a non-award course and be subject to the University's regulations and the Higher Education Support Act with respect to student contribution (HECS) and Fees. These non-award bridging courses have one or more "units", which attract load but do not incur liability for student contribution or tuition fee, nor do they consume student learning entitlement. The grade of pass/fail is suppressed so as to stop it printing on any subsequent transcript. Students may receive a Certificate of Participation, but no award is conferred. These certificates must comply with the Senate approved *Issuing of Certificates* Policy.
3. Students enrolling in the Enabling Bridging Course, Kulbardi Alternative Tertiary Entrance Course, will be registered on the student records system in a non-award course and be subject to the University's regulations and the Higher Education Support Act with respect to student contribution (HECS) and Fees. This course has an approved structure equivalent to 24 points of pre-tertiary study, which attracts load but does not incur liability for student contribution or tuition fee, nor does it consume student learning entitlement. Students who successfully complete the requirements of the course are transferred to an alternative exit course awarding the pre-tertiary Diploma of University Studies. Academic Transcripts should display the student's course of enrolment, subjects and pass/fail results, but no points, and a statement of completion and award conferral. The diploma completion is not reported to DEST.
4. Students enrolling in an Enabling Supplementary Course such as the National Aboriginal and Torres Strait Islander Veterinary Studies Programme (Waardong) must be enrolled in a degree course. For the purposes of capturing the student's supplementary unit enrolment they will be registered on the student records system in a non-award enabling course. The DEST guidelines disallow separate grades to be given to supplementary units, so neither the non-award course nor the unit enrolments will appear on the Academic Transcript.

Supporting Procedures:

There are no supporting Procedures.

Supporting Guidelines:

There are no supporting Guidelines.

Supporting Standards:

There are no supporting Standards.

Performance Indicators:

There are no Performance Indicators.

Definitions:

The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.

"Enabling Program"

"Bridging Course"

"Supplementary Course"

Related Documents:

Enabling Programs Policy

Issuing of Non-Award Certificates Policy

References:

There are no References.

Approval and Implementation:

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|--------------------------------|-------------------------------|
| Approval Authority: | Academic Council |
| Responsible Officer(s): | Secretary to Academic Council |

Revision History:

| Version | Date Approved | Effective Date (if later than 'Date Approved') | Next Review Date | Resolution No. (if applicable) |
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| Amended | 31/10/2007 | Academic Council | 02/08/2011 | AC/155/2007(i) |
| Approved | 20/03/2002 | Academic Council | | AC/51/2002 |