

*Policy*

# Issuing of Non-Award Certificates Policy

<b>Purpose:</b>	To set parameters for the provision of non-award certificates.		
<b>Audience:</b>	Staff and Students		
<b>Contact Officer:</b>	Secretary to Academic Council	<b>Phone:</b>	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.**

## Objectives:

1. To provide parameters, clarification and guidance on the issuing of non-Award certificates.
2. To ensure non-Award certificates are consistent and do not misrepresent achievements of students/participants or damage the credibility of the awards of the University.

## Policy

1. Certificates of attendance or completion may be issued by Colleges, Centres and the Murdoch Executive Education Centre to persons who have participated in short courses or training ("students/participants") in accordance with the following provisions.
  - 1.1. The certificate must not bear a seal, use the word "degree", "diploma", "graduate certificate", "post graduate certificate", "certificate in" or "certificate of" (except for "certificate" of attendance/completion"), nor emulate the appearance of a University testamur.
  - 1.2. Before a certificate is issued for the first time, permission must be obtained from the Chair, Academic Courses and Admissions Committee (ACAC). The request must be accompanied by a draft design of the certificate.
2. Colleges and individuals may also present certificates of appreciation/congratulations where they deem this appropriate.
  - 2.1. The certificate must not bear a seal, use the word "degree", "diploma", "graduate certificate", "postgraduate certificate", "certificate in" or "certificate of" (except for "certificate of appreciation/congratulations"), nor emulate the appearance of a University testamur.
  - 2.2. Before a certificate is issued for the first time, permission must be obtained from the Dean Academic Operations if the certificate is from the College or the Director/Manager of the area any individual issuing a certificate is from. The request must be accompanied by a draft design of the certificate.
3. Colleges and individuals may not issue any other types of certificates, except with the written approval of the Provost.
4. Colleges and other academic or administrative units are to keep appropriate records of certificates awarded.

**Supporting Procedures:**

There are no supporting procedures.

**Supporting Guidelines:**

There are no supporting guidelines.

**Supporting Standards:**

There are no supporting standards.

**Performance Indicators:**

1. Non-Award certificates issued do not misrepresent student/participant achievements or damage the credibility of the Awards of the University.

**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.**

"Award"

"Non-Award Certificate"

**Related Documents:**

Course Certificate of Completion Template (attached)

Course Certificate of Participation Template (attached)

[Short Courses Policy](#)

**References:**

There are no references.

**Approval and Implementation:**

<b>Approval Authority:</b>	Academic Council (by Senate delegation S/54/2010(iii))
<b>Responsible Officer(s):</b>	Secretary to Academic Council University Secretary

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Administrative amendments	31/05/2018		17/03/2017	
Approved by Uni Sec	19/04/2016			
Administrative amendments	17/03/2016		17/03/2017	LTC/12/2016(ii)
Approved	06/10/2010		12/11/2013	S/54/2010(i)
Rescinded S/99/2001	06/10/2010			S/54/2010(ii)
Approved	26/11/2001			S/99/2001