



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**GUIDELINES:**

**RECOGNITION OF STUDENT CONTRIBUTIONS ON ACADEMIC TRANSCRIPTS**

<b>Purpose:</b>	To outline the circumstances under which certain types of student contributions to the University are formally recognised
<b>Location</b>	National Drive.
<b>Responsible Executive:</b>	Vice Chancellor
<b>Responsible Office:</b>	Vice Chancellery
<b>Contact Officer:</b>	Academic Registrar
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## **1 Purpose**

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This document is intended to outline the circumstances under which certain types of student contributions to the University are formally recognised.

## **2 Relevant Regulations and Policies**

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- 2.1 General Regulations 7.8.2 (c) *any notation approved by the Campus Registrar that relates to the Student's enrolment at the University, including but not limited to Student Association Executive positions and/or disciplinary action; and*
- 2.2 Statute 41.8 – Each student accepting a position as a Student Board Member shall enter into an agreement with the University (Student Board Member Agreement) setting out responsibilities, conduct and recognition in respect of the appointment.

## **3 Notations on Academic Transcripts**

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In accordance with section 7.8.2(c) of the University's General Regulations, each Campus Registrar will ensure that prior to issuing a Transcript to each student, reference is included to formal contributions that may have been made by that student, through:

3.1 Membership of the University's Student Board

3.2 Holding an Executive position in the Student Association (namely: President, Secretary, Treasurer, or Vice President).

The notation on the Transcript shall include the position held and the duration of the appointment. In instances where a student has held one of these positions for a duration of less than one full semester, no notation will be made. In cases where a student has ceased to hold one of these positions (voluntarily or involuntarily) for reasons of misconduct and/or failure to perform their duties, no notation will be made on their Transcript irrespective of the amount of time they have held the position.

In cases where a student has already graduated, and no notation had been made on their Academic Transcript about membership of the Student Board or holding an executive position in the Student Association, a replacement Transcript to reference such contributions will be issued at no charge.

## **4 Recognition of Student Contributions**

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In addition to the notation on the student's Transcript, the University will recognise various types of formal student contributions in different ways, such as through letters of appreciation.