



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

GUIDELINES:

RECOGNITION OF STUDENT CONTRIBUTIONS ON ACADEMIC TRANSCRIPTS

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| Purpose: | To outline the circumstances under which certain types of student contributions to the University are formally recognised |
| Location | National Drive. |
| Responsible Executive: | Vice Chancellor |
| Responsible Office: | Vice Chancellery |
| Contact Officer: | Academic Registrar |
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| Authority: | Approved by Vice Chancellor 02/07/2015 |

1 Purpose

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

- 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

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

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.