

## Certificates and Non-Award Students Guidelines

<b>Approving authority</b>	Registrar
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Non Award Students Guidelines.pdf">http://policies.griffith.edu.au/pdf/Non Award Students Guidelines.pdf</a>
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<b>Description</b>	This policy describes the arrangements for non-award students and non-award programs.
<b>Related documents</b>	
<a href="#">Academic Awards, Programs, Nomenclature and Abbreviations Policy</a> <a href="#">Program Approval and Review</a>	
<a href="#">[Non-Award Students]</a> <a href="#">[Non-Award Programs]</a> <a href="#">[Certification]</a>	

### 1. NON-AWARD STUDENTS

Under the Higher Education Support Act 2003, the University is able to enrol students in individual courses who are not proceeding towards a degree. These are non-award, miscellaneous students and they enrol on a fee-paying basis. Non-award students undertake individual courses for reasons of general or specific interest, knowledge and skills update, career development, preparation for university study or upgrade of entry qualifications.

"Non-award" and "Miscellaneous" are essentially equivalent terms, indicating students undertaking study at the University but not enrolled in a University award program. "Non-award" is the generic term indicating all such students. "Miscellaneous" is used for students undertaking one or more individual courses of their own choosing.

Miscellaneous students are approved to undertake one or more courses on the basis that they are judged to have sufficient background to enable them to undertake the course successfully. Applications for enrolment as a miscellaneous student are processed by Student Business Services. Where the application is for an undergraduate course which does not have restricted access or pre-requisite requirements, and the student is considered to have a Year 12 level of education or equivalent, the application is approved by staff in Student Business Services. Other applications are referred to the relevant School for approval.

Non-award students are subject to the policies of the University and have the same access to services as award students. Non-award students receive an official transcript of their grades. The official transcript may also include credit for courses successfully completed as a non-award student, provided the courses are of the same academic level or higher than that of AQF Level 5 and equivalent to those in the Griffith award program to which they subsequently are admitted.

### 2. NON-AWARD PROGRAMS

A non-award program is a course of study approved by the Programs Committee, in accordance with Section 5 of *Program Approval and Review*, which does not lead to an award of the University. While the non-award program may comprise courses normally taken as part of an award program it is a non-AQF qualification. For all non-award program proposals the Program Proposal template is to be used.

The following types of non-award programs are established by the University:

- Bridging programs for the purpose of meeting pre-requisite requirements or other formal entry requirements for higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework;
- Enabling programs for the purpose of enabling a person to undertake a course of study leading to higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework;
- Professional development programs for the purpose of providing formal learning with specific learning objectives to a group of individuals who identify with a discipline or profession;
- Executive education programs for the purpose of providing formal graduate level learning for executives, business leaders and functional managers;
- Competency assessment programs for the purpose of reviewing and recognising evidence of a person's skills and knowledge attained through prior informal and non-formal learning;
- Continuing Education programs for the purpose of updating knowledge or skills in a particular discipline to undertake a course of study leading to higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework;
- English Language (ELICOS) programs for the purpose of acquiring English language skills to meet English Language entry requirements in order to undertake a course of study leading to higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework.

In approving the establishment of such non-award programs the Programs Committee shall assure the University and its stakeholders they are:

- planned with advice from relevant internal and external experts, are consistent with University policy, external standards and requirements, draw on the curriculum resources already available within the University where applicable, take account of current best practice in the area and are aligned to the needs of industry, community, students and the professions.
- equipping those students who complete these courses of study with knowledge and skills which will be of value to the community and which promote lifelong learning.
- demonstrating a sound educational rationale for the program for which the program content and structure are fit for purpose.

The titles of non-award programs are not to use the qualification titles specified in 4.1 of the *Academic Awards, Programs, Nomenclature and Abbreviations Policy*. Certification documentation for non-award programs are not to include the use of the words Australian Qualifications Framework (AQF) or the AQF logo.

### 3. CERTIFICATION

The format for the certification of non-award programs is required to follow Griffith's corporate identity standards, include no reference to the Australian Qualifications Framework and is to be approved by the Registrar.

Certification awarded in conjunction with a third party may be dual badged as per Section 9.2 of [Academic Awards, Programs, Nomenclature and Abbreviations Policy](#) or may recognise a partnership arrangement as per Section 9.3 of [Academic Awards, Programs, Nomenclature and Abbreviations Policy](#).

Three types of certification may be granted.

1. Certificate of attendance – certifies that a participant registered to attend and paid any monetary fees, however may or may not have attended the event
2. Certificate of participation – certifies that a participant attended an event and was involved in active learning events such as presentations, workshops etc.
3. Certificate of achievement – certifies that a participant satisfactorily completed assessment material that measured satisfactory understanding of learning outcomes.

At a minimum, the certification must include the following:

1. Name of event for which the certification was granted
2. Name of attendee
3. Type of certification – attendance; participation or achievement
4. Signatures of Academic Lead and Director, Student Business Services
5. Date of the event.

Questions concerning non-award study and Certificates should be directed to the Registrar.