

Non-award Study Procedure

Purpose and Scope

Provide the procedure and responsibilities for Non-award study.

This procedure applies to all staff, students, Short Course and Master Class participants.

See the:

- [Admission Procedure](#) for admission to Non-award study except for Short Courses and Master Classes
- [Assessment Procedure](#) for the design and conduct of assessments if included in Non-award study
- [Course Review Procedure](#) for quality assurance of Enabling Programs and Enabling Supplementary Support
- [Enrolment Procedure](#) for enrolment in Non-award study except for Short Courses and Master Classes
- [Enrolment Procedure](#) for information about Student Exchange agreements
- [Fee Rules](#) for fees for Non-award study
- [Recognition of Prior Learning Procedure](#) for credit for Non-award study towards an Award course.

Overarching Policy

[Non-award Study Policy](#)

Procedure

1. In this procedure, the following terms have the following meanings:
 - 1.1. "Award" is defined in the [Coursework Regulations](#).
 - 1.2. "Certificate of Achievement" means verification that a student met the learning outcomes and completed the assessments to the required standard.
 - 1.3. "Certificate of Completion" means verification that an individual engaged in the learning activities.

- 1.4. "Digital Badge" means an electronic representation of a student's achievements containing metadata that provides the context, meaning, process and results of the activity undertaken.
 - 1.5. "Domestic Fee-paying Student" means an Australian citizen, permanent visa holder, permanent humanitarian visa holder or New Zealand citizen.
 - 1.6. "Enabling Program" is explained in the *Non-award Study Policy*.
 - 1.7. "Enabling Supplementary Support" means academic, social and cultural support offered to First Nations students enrolled in specified University Award courses.
 - 1.8. "Master Class" is defined in the *Non-award Study Policy*.
 - 1.9. "Microcredential" is defined in the *Non-award Study Policy*.
 - 1.10. "Non-award" is defined in the *Non-award Study Policy*.
 - 1.11. "Professional Education Program" means a program of specified Units provided under an agreement with another institution that pays the required fees.
 - 1.12. "Short Course" is defined in the *Non-award Study Policy*.
 - 1.13. "Single Unit/s Study" means enrolment in one or more units of an Award course without being enrolled in the Award course of which they are a part.
 - 1.14. "Student Exchange Inbound" means Non-award study under a reciprocal agreement between the University and an international institution
 - 1.15. "Study Abroad Inbound" means Non-award study by an international fee-paying student.
 - 1.16. "Technical Teaching Period" is explained in the [Teaching Periods, Patterns and Academic Calendars Policy](#).
 - 1.17. "Unit" is defined in the *Coursework Regulations*.
2. Non-award study is offered as:
 - 2.1. Single Unit/s Study for the following students:
 - 2.1.1. domestic fee-paying
 - 2.1.2. Study Abroad Inbound
 - 2.1.3. Student Exchange Inbound
 - 2.1.4. cross institutional inbound
 - 2.1.5. selected Year 11 and 12 high school.
 - 2.2. the following Non-award programs:
 - 2.2.1. Enabling Programs
 - 2.2.2. Enabling Supplementary Support
 - 2.2.3. Professional Education Programs
 - 2.2.4. Microcredentials
 - 2.2.5. Short Courses

2.2.6. Master Classes.

3. Non-award study is owned by a School or equivalent.

SINGLE UNIT/S STUDY

4. Students will enrol in Murdoch Award course Units approved for Non-award study.
5. Successful completion is listed on an academic transcript.

NON-AWARD PROGRAMS

6. A business case and curriculum proposal are required for a new Non-award program other than a Master Class.
 - 6.1. The business case consists of a combination of the following:
 - 6.1.1. rationale for the proposal including alignment with University strategy
 - 6.1.2. estimated number of students or participants
 - 6.1.3. consideration of reputational risk
 - 6.1.4. anticipated budget including:
 - 6.1.4.1. academic and professional staff resources
 - 6.1.4.2. any other resources required
 - 6.1.4.3. fees to be charged
 - 6.1.5. marketing and communication strategies
 - 6.1.6. time frame for proposed development, approval and implementation.
 - 6.2. The curriculum proposal consists of the following:
 - 6.2.1. delivery mode, dates and location
 - 6.2.2. credit point value or delivery time
 - 6.2.3. type and design of certification
 - 6.2.4. a description of content and structure
 - 6.2.5. the learning outcome or outcomes.
7. The business case and curriculum proposal will be managed in the Curriculum Management System.
8. A business case and curriculum proposal may be required for changes to a Non-award program other than a Master Class.

Enabling Programs

9. In addition to a business case and curriculum proposal, the submission for a new Enabling Program will include the arrangements with participating high schools, where applicable.
10. Completion of an Enabling Program will be recognised by:
 - 10.1. a Certificate of Achievement

10.2. a Certificate of Completion

10.3. an academic transcript.

Professional Education Programs

11. In addition to a business case and curriculum proposal, the submission for a new Professional Education Program will include:
 - 11.1. an outline of the proposed agreement between the University and the other institution
 - 11.2. level of offering.
12. A review will be undertaken, at least every five years, of:
 - 12.1. the agreement with the other institution
 - 12.2. the viability and curriculum quality of the program.
12. Completion of a Professional Education Program will be recognised by:
 - 12.1. a letter of achievement specifying learning outcomes and volume of learning
 - 12.2. an academic transcript.

Microcredentials

13. In addition to a business case and curriculum proposal, the submission for a new Microcredential will include:
 - 13.1. evidence of sustainable demand
 - 13.2. the existing Award course to which the new Microcredential is aligned.
14. Government funded Microcredentials will use standard or nonstandard teaching periods with a census date.
15. Microcredentials without government funding will use Technical Teaching Periods.
16. A Microcredential will provide students with the critical information required in the *National Microcredentials Framework*.
17. The minimum credit point value of a Microcredential is 1.0 credit point.
18. Completion of a Microcredential will be recognised by a Digital Badge.
19. Microcredentials will be reviewed for viability, demand, and curriculum quality at least every three years.

Short Courses and Master Classes

20. Short Course and Master Class participants will be informed of any limitations on their access to University resources and services.
21. Completion of a Short Course or Master Class will be recognised by a Digital Badge.
22. Short Courses and Master Classes will be reviewed for viability, demand, and curriculum quality at least every three years.

Short Courses

23. In addition to a business case and curriculum proposal, the submission for a new Short Course will include:
- 23.1. specific software, equipment, or materials that the participant is expected to provide.

Master Classes

24. A rationale is required for a new Master Class and includes:
- 24.1. alignment with University strategy
- 24.2. a description of content and structure
- 24.3. expected number of participants
- 24.4. anticipated budget, including:
- 24.4.1. fees to be charged
- 24.4.2. academic and professional staff resources
- 24.4.3. other University resources
- 24.5. delivery mode and delivery time.
25. Master Class rationales will be recorded.

Responsibilities

Role	Responsibility
Academic Council	<ul style="list-style-type: none">• Approves new Enabling Programs and the discontinuation of Enabling Programs.
Academic Courses and Admissions Committee	<ul style="list-style-type: none">• Recommends to Academic Council proposals for new Enabling Programs and the discontinuation of Enabling Programs.• Approves:<ul style="list-style-type: none">○ revision of Enabling Programs○ new Microcredentials, Professional Education Programs and Enabling Supplementary Support○ revision and discontinuation of Microcredentials, Professional Education Programs and Enabling Supplementary Support.• Reviews Non-award study reports annually.
Board of Studies or equivalent	<ul style="list-style-type: none">• Supports submissions for:<ul style="list-style-type: none">○ new Non-award programs other than Short Courses and Master Classes.○ revision and discontinuation of Non-award programs other than Short Courses and Master Classes.• Reports Non-award study annually.

Role	Responsibility
Deputy Vice Chancellor Education	<ul style="list-style-type: none"> Ensures that Non-award study aligns with University strategy and policy documents.
Deputy Vice Chancellor Global Engagement	<ul style="list-style-type: none"> Supports proposals for new Non-award study at transnational locations.
Deputy Vice Chancellor Research and Innovation	<ul style="list-style-type: none"> Supports proposals for new Non-award study from within the research and innovation area.
Head of College, by whatever name known	<ul style="list-style-type: none"> Initiates a review, at any time, of Non-award programs, other than Enabling Programs and Enabling Supplementary Support. Reviews Short Course and Master Class offerings annually.
Pro Vice Chancellor International	<ul style="list-style-type: none"> Oversees Non-award study for international students.
Head of School or equivalent	<ul style="list-style-type: none"> Approves the offering of a unit as Non-award study. Approves: <ul style="list-style-type: none"> new Short Courses and Master Classes revision and discontinuation of Short Courses and Master Classes. Determines what components of a business case are required. Ensures the quality of the submission for new Non-award study other than Short Courses and Master Classes. Ensures Microcredentials meet the requirements of the <i>National Microcredentials Framework</i>. Records rationales for Master Classes. Records certification awarded for Non-award study. Ensures Non-award study is regularly reviewed. Assigns a lead academic to a Non-award program.
Director Quality and Standards	<ul style="list-style-type: none"> Has authority to determine whether a proposed revision to an existing Non-award Program requires a business case and curriculum proposal.
Lead Academic	<ul style="list-style-type: none"> Creates a submission for a new and revised Non-award program. Creates the rationale for a new Master Class. Ensures Short Course and Master Class participants are informed of any limitations on their access to University resources and services. Reviews a Non-award Program and reports to Board of Studies.

Governance

Approval Authority	Deputy Vice Chancellor Education
Owner	Deputy Vice Chancellor Education
Legislation mandating compliance	<u>Higher Education Standards Framework (Threshold Standards) 2021</u> <u>Higher Education Support Act 2003</u> <u>National Microcredentials Framework</u>
Category	Primarily academic
Related University Legislation and Policy Documents	<u>Curriculum Policy</u> <u>Course Review Procedure</u> <u>Admissions and Enrolment Policy</u> <u>Admissions Procedure</u> <u>Enrolment Procedure</u> <u>Teaching Periods, Patterns and Academic Calendars Policy</u> <u>Technical Teaching Periods Procedure</u> <u>Student Appeals Procedure</u>
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Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
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Approved	20/05/2026	
Noted by AC	25/03/2026	AC/18/2026

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