

# Course Nomenclature Procedure

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## Purpose

This Procedure specifies requirements for award course, award titling and approved abbreviated titles.

The purpose of this Procedure is to ensure that the course name, testamur award title and title abbreviations are established in accordance with clearly identified standards, and that these standards are applied consistently across the University.

## Applicable governance instruments

Instrument	Section	Principles
<i>Higher Education Standards Framework, (Threshold Standards), 2015 Cth</i>	1.5 Qualifications and Certification	N/A
<i>AQF Qualifications Issuance Policy</i>	All	N/A

## Procedure

### 1. Nomenclature Principles

- 1.1. University award courses are the sets of requirements, units and/or supervised research which, when satisfactorily completed by a student, normally qualifies that student for a formal award of the University.
- 1.2. All University award courses must have a course name, an award title and a title abbreviation approved by Academic Senate in accordance with the Academic Delegations Ordinance and its Schedule of Academic Delegations. Award course names, award titles and title abbreviations must:
  - a. be easily understood by stakeholders, including students, employers and the general community;
  - b. be accepted on a national and international level; and
  - c. be indicative of a graduating student's achievements.
  - d. as appropriate, adhere to the requirements of external accrediting bodies.

All award course nomenclature must be consistent with the provisions of the [Australian Qualifications Framework](#) (AQF).

### 2. Award Titles

An award title is the name of the award which appears on the testamur and the Australian Higher Education Graduate Statement (AHEGS). A given award can have many award titles, for example: Bachelor of Engineering in Civil Engineering, Diploma in Engineering Practice or Bachelor of Engineering in Electrical Engineering Diploma in Engineering Practice.

- 2.1. The award title is also referred to as testamur title or testamur award title. Approval of the use of an award title will be based on the following considerations:
  - a. accurate description of the level of award
  - b. recognition of the principal discipline of study with regard to the:
    - i. course objectives and learning outcomes;
    - ii. structure and content of the course;
    - iii. extent of the recruitment or marketing demands for the title;
    - iv. extent of the professional or employment demands for the title; and
    - v. the extent of the use of titles in the national and international community.
  - c. the number of award titles in the general academic or professional area being used by the University.
  - d. consistency and articulation of the title with those being utilised at the higher or lower degree level
  - e. government requirements for grouping courses of study.
- 2.2. The standard construction for an award title should be:
  - a. the level or category of the award (e.g., Bachelor, Graduate Diploma)
  - b. followed by the field of study name (e.g., Science, Arts, Education), and in some cases.
  - c. a modifier or specialisation (e.g., 'Hospitality Management').

- 2.3. The field name in an award title should be as broad as possible indicating a generic range of cognate disciplines rather than a single, narrow specialisation e.g., Business rather than Accounting.
- 2.4. Each College should specify as few fields as possible for its bachelor awards in particular, and where possible any field name should become the common denominator for a sequence of levels e.g., BSc/MSc/DSc.
- 2.5. The field name:
- a. should not specify any major or part of any major but the discipline area in which the major falls (e.g., Arts, Business, Education, Science, Health)
  - b. should be one that is widely used and recognised in both the international and national academic and professional communities.
  - c. should normally be either:
    - i. found in the name of a College (in which case that College should normally have the control of that field name); or
    - ii. associated with accreditation and qualification in a particular profession or occupation (e.g., Social Work, Pharmacy, Laws); or
    - iii. associated with a widely recognised academic tradition (e.g., Arts); and
    - iv. should avoid terms which obfuscate the meaning e.g., the addition of the words 'applied' or 'studies', unless these terms are traditionally or professionally associated with the field.

### 3. Permissible Award Titles by AQF Level and Qualification Type

AQF Level	Qualification Type	Award Title Format
5	Diploma	Diploma <b>of</b> <Field of Study>
6	Advanced Diploma	Advanced Diploma <b>of</b> <Field of Study>
6	Associate Degree	Associate Degree <b>in</b> <Field of Study>
7	Bachelor Degree	Bachelor <b>of</b> <Field of Study>
8	Bachelor Honours Degree	Bachelor <b>of</b> <Field of Study> (Honours)
8	Graduate Certificate	Graduate Certificate <b>in</b> <Field of Study>
8	Graduate Diploma	Graduate Diploma <b>of</b> <Field of Study>
9	Masters Degree by Coursework	Master <b>of</b> <Field of Study>
9	Masters Degree by Research	Master <b>of</b> <Field of Study> (Research)
9	Master of Philosophy	Master <b>of</b> Philosophy <Field of Study>
10	Doctoral Degree – Professional	Doctor <b>of</b> <Field of Study>
10	Doctoral Degree – Research	Doctor <b>of</b> Philosophy

#### 4. Exceptions – specific fields of study and descriptors

- 4.1. A modifier may be used in the award title, subject to the approval of the Academic Senate. The modifier may be included on the testamur but will not normally be included in the title abbreviation.
- 4.2. The use of a modifier (or adoption of a new field name) will normally be limited to:
  - a. requirements for professional accreditation; or
  - b. to identify a specialist course in an approved area, identified in the University Strategic Plan; or
  - c. to reflect established practice at benchmarked comparator universities.
- 4.3. An exception may be made for awards at the Graduate Certificate or Graduate Diploma levels, which are narrow, specialised or vocationally oriented.
- 4.4. The approval of the use of a specific title and inclusion of descriptors in award titles should be based on the following considerations:
  - a. the requirement under *Higher Education Standard 1.5.6* that testamurs state correctly, in addition to the requirements for all certification documentation, any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study)
  - b. the requirements of the *AQF Qualifications Policy*;
  - c. the extent of specialisation within the degree program, compared with the full requirements of the program in terms of course objectives, learning outcomes, structure, duration;
  - d. the extent of the professional or employment demands for the specific title and/or descriptors;
  - e. the possibility of misunderstanding/misinterpretation by students and employers;
  - f. the life expectancy of the title, especially if it is market driven at a particular time in a specific environment;
  - g. the perception of usage of the specific title from a national and international perspective;
  - h. the number of specific degree titles in the general academic and professional areas used by the University; and
  - i. an assessment of the full impact if the proposed title is not approved, for example, its effect on any agreements with external partners.
- 4.5. Where no generic field of study obviously reflects the particular subject matter of an award course, a specific field of study may be approved as part of the award course name and award title. The specific field of study is also reflected in the title abbreviation. In these circumstances the award course and award title nomenclature format is as follows: Level of award plus Specific Field of Study, for example Master of Professional Accounting, abbreviated MProfAcc.
- 4.6. Descriptors may be approved as part of the name and/or award title of an award course to reflect a specialisation or major. The descriptor is not reflected in the title abbreviation. For example, Bachelor of Design in Interior and Spatial Design is abbreviated BDesign, Master of Business in Finance is abbreviated MBus.
- 4.7. An award course may have a name and award title that differ. This is usually to reflect the further division of a specialisation, for example the award course name of the Bachelor of Engineering is different from the award title which includes the major of specialisation: Bachelor of Engineering in Civil Engineering, Bachelor of Engineering in Mechanical Engineering.

## 5. Combined Degrees

- 5.1. A combined degree is a type of bachelor degree that consists of components of two degrees. The time to graduate with both degrees is shorter than that required to complete both degrees independently. The following general principles will apply for combined degrees:
  - a. Reference will be made to “the combined degree of Bachelor of X and Bachelor of Y” with the components in the case of a four-year combined degree being listed in alphabetical order.
  - b. Candidates for a combined degree who have separately qualified for an honours degree in one of the two fields, where the honours program is a separately recognised degree [e.g. BA(Hons), BSc(Hons)], will be described as having been admitted to “the combined degree of Bachelor of X and Bachelor of Y and separately to “the degree of Bachelor of X [or Y] with Honours”.
- 5.2. The approved abbreviation for a combined degree will be the approved abbreviation for the two components separated by a hyphen, e.g., BSc-BEng.

## 6. Classification and Grading of Awards

- 6.1. Grading of awards refers to recognition of different levels of academic achievement within specific awards through the classification of the award such as a Bachelor Honours Degree. Where an award is classified, criteria for classification and changes to these criteria will be approved as part of the award course approval.
- 6.2. The grading of an award must be indicated in the award title on the testamur and not in the award course name or title abbreviation.
- 6.3. The classification of honours or grading will appear at the end of the award title, for example, Bachelor of Science in Information Technology with First Class Honours.

## 7. Award title abbreviations

- 7.1. Award title abbreviations need to be considered for appropriateness, consistency, and effectiveness of identification of the course. They should not be too complex or lead to possible misinterpretation.
- 7.2. As far as possible, title abbreviations should include only the major field of study of the award; for example, the award abbreviation for the Bachelor of Arts in Communication (Journalism) is BA. Modifiers will be included in the title abbreviation only in cases where specific clarification is necessary (e.g. BAppSc(Hort)).

## 8. Editorial Conventions

- 8.1. In exceptional circumstances, brackets may be used in the award title for a further division of a specific field of study, for example, Bachelor of Arts in Communication (Information and Media).
- 8.2. There is no typographical space in title abbreviations between the level of award and the descriptor, for example, BBus, BEngSc.
- 8.3. There is a typographical space between the two qualifications for combined degrees, for example, BSc BA, BE BSc, BE DipEngPrac.
- 8.4. Candidates for a combined degree who have separately qualified for an honours degree in one of the two fields, where the honours program is a separately recognised degree [e.g. BA(Hons),

BSc(Hons)], will be described as having been admitted to “the combined degree of Bachelor of X and Bachelor of Y” and separately to “the degree of Bachelor of X [or Y] with Honours.”

- 8.5. Acronyms should not be used in award course names, award titles and title abbreviations, unless specially approved by Academic Senate.
- 8.6. The short form for ‘electronic’ is ‘e’ in lower case, with a hyphen, for example, ‘e-learning’.
- 8.7. The language of instruction, or range of languages of instruction, should not be included in the award course name nor in the award title. Instead, it should be specified in the academic transcript and the AHEGS.
- 8.8. The following information is *not* to be included in the award course name or in the award title. This information is recorded in Student Management as appropriate.
  - a. Word ‘conversion’ in conversion courses
  - b. Location of offer (Shanghai, China)
  - c. Mode of delivery (distance)
  - d. Study pattern (part-time, full-time)
  - e. Payment arrangements (fee-paying, scholarship)
  - f. Admission standards/requirements (limited work experience; graduate/direct entry).
- 8.9. There should be no punctuation marks (for example, full stop, comma, colon or slash) in an award course name or award title. A hyphen is allowed only where this is part of a commonly accepted discipline area, for example, ‘e-learning’, ‘cross-border’.
- 8.10. The only information that can be shown in brackets in award course names is:
  - a. (Honours) for honours degrees
  - b. (Research) for masters by research degrees.

## Versions

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
1	Approved	Provost	Academic Executive Director	7 Dec 2020

## Definitions

[academic transcript](#) | [award](#) | [award title](#) | [Australian Higher Education Graduation Statement \(AHEGS\)](#) | [combined degree](#) | [course](#) | [testamur](#)