

Teaching and Learning Quality Assurance Manual



Office of Pro Vice-Chancellor Teaching and Learning

Title:	Appendix A: Guidelines on Course Nomenclature
Last Revised:	8 October 2001
Antecedents:	<i>Nomenclature Guidelines</i> , Academic Senate, 28 Apr 1995 <i>Appendix B3.4, Academic Senate Guidelines on Course Nomenclature</i> , 2000 Quality Assurance Manual Academic Senate, August 2000
Date Approved:	Academic Senate, August 2000

Appendix A: Guidelines on Course Nomenclature

1. The nomenclature for the level of an award should normally conform with the higher education categories in the Australian Qualifications Framework¹. Proposals from Faculties for new courses or for significant amendments to an existing course should also conform with these guidelines. The University Teaching and Learning Committee will provide advice and recommendations to the Academic Senate on the interpretation of these Guidelines and specific proposals for course nomenclature, as necessary.
2. The standard construction for an award title should be:
 - the level or category of the award (eg Bachelor, Graduate Diploma);
 - followed by the preposition "of" (for degree titles - Bachelor, Master, Doctor and usually Diploma), or "in" (for Associate Degrees and postgraduate certificates)
 - the field name (eg Science, Arts, Education²), and in some cases
 - a modifier or specialisation (eg "in Hospitality Management" or [Hospitality Management]). (See 6 and 7 below).
3. The field name in an award title should be as broad as possible indicating a generic range of cognate subjects rather than a single, narrow specialisation eg. Commerce not Accounting. Each Faculty 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 eg. BSc/MSc/DSc.
4. The field name:
 - should not specify any major or part of any major but the subject area in which the major falls (eg. Arts, Commerce, Education, Science);
 - should be one that is widely used and recognised in both the international and national academic and professional communities³;
 - should normally be either -
 - found in the name of a Faculty (in which case that Faculty should normally have the control of that field name), or
 - associated with accreditation and qualification in a particular profession or occupation (eg Social Work, Pharmacy, Laws), or
 - associated with a widely recognised academic tradition (eg Arts); and
 - should avoid terms which obfuscate the meaning eg. the addition of the words "applied" or "studies", unless these terms are traditionally or professionally associated with the field.
5. The field names of "Philosophy", "Letters" and "Civil Laws" should be reserved for doctorates. Doctorates involving a significant amount of coursework should not use the field name "Philosophy" and should normally be located in a sequence of levels eg. BEd/MEd/EdD. Professional doctorates approved and administered by the Board of Graduate Studies by Research will have the title 'Doctor of...'

¹The Australian Qualifications Framework (AQF) identifies the following qualifications as being those that may be offered by higher education institutions: Doctoral Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree, Associate Degree, *Advanced Diploma, *Diploma. (*Diplomas and Advanced Diplomas may also be offered by the vocational education and training (VET) sector and equate approximately to the former associate diploma and diploma respectively.)

²Approved field names include: Arts, Social Science, Music, Business Administration, Business, Economics, Law, Education, Medicine/Medical Science, Pharmacy, Nursing, Agricultural Science, Applied Science, Architecture, Computing, Engineering, Science, Technology. Recent additions include Aquaculture, Fine Arts, Information Systems, Human Movement, Adult & Vocational Education, Biomedical Science.

³The University will normally observe the nomenclature and abbreviation conventions used in the Commonwealth Universities Yearbook.

6. A modifier or specialisation may be used in the titles of awards, subject to the approval of the Academic Senate. The use of a modifier (or adoption of a new field name) will normally be limited to: requirements for professional registration; to identify a specialist course in an approved area, identified in the University Plan or to reflect established practice at benchmarked comparator universities. An exception may be made for awards at the Graduate Certificate or Graduate Diploma levels, which are narrow, specialised or vocationally oriented.
7. The modifier may be included on the award certificate but will not normally be included in the abbreviated title of the award.
8. The abbreviated title for an award should normally be an abbreviation of the level and field name only (eg. GradDipSc). Modifiers will be included in the abbreviated title only in cases where specific clarification is necessary (eg BAppSc(Hort)).
9. The following general principles will apply for combined degrees: 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.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 [eg 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 The approved abbreviation for a combined degree will be the approved abbreviation for the two components separated by a hyphen, e.g. BA-LLB, BA-BCom.

⁴The exception would be the five-year combined degrees with Law which will read: Bachelor of (x) and Bachelor of Laws.

⁵Given that honours in Law is an integrated honours program (ie honours is gauged on performance over the duration of the course), candidates for a combined degree including Law who are awarded honours in Law will be described as having been "admitted to the combined degree of Bachelor of X and Bachelor of Laws, with Honours in Law". The same principle would apply for other combined degrees including an integrated honours program.

Australian Qualifications Framework

The [Australian Qualifications Framework](#) (AQF) identifies the following qualifications as being those that may be offered by higher education institutions:

1. Doctoral Degree
2. Masters Degree
3. Graduate Diploma
4. Graduate Certificate
5. Bachelor Degree
6. Associate Degree
7. Advanced Diploma
8. Diploma

Details of the AQF may be obtained from the Academic Secretariat or accessed on the web at: <http://www.aqf.edu.au>