

Course and Unit Nomenclature Guidelines

Section 1 - Preamble

(1) This Guideline replaces Appendix 2.10(q) of the Academic Policy (December 2010).

Section 2 - Definitions

(2) For the purpose of this Guideline refer to the Academic Board's Definitions Policy.

Section 3 - Guideline

(3) The following guidelines are adopted by Academic Board to facilitate consistency in course titling within levels of courses.

Certificate	
Award title:	Certificate in 'field of study'
Abbreviated title:	Cert 'field abbreviated'
Example:	Certificate in Club Management - CertClubMgt
Diploma	
Award title:	Diploma of 'field of study'
Abbreviated title:	Dip'field abbreviated'
Example:	Diploma of Business Management - DipBusMgt
Associate Degree	
Award title:	Associate Degree of 'title reflecting field of study', or Associate Degree of 'title reflecting field of study' in 'specific area'
Abbreviated title:	AssocDeg 'field of study' or 'field of study in specific area', usually abbreviated
Example:	Associate Degree of Indigenous Studies - AssocDegIndigStudies Associate Degree of Business Administration in Purchasing - AssocDegPurchasing
Bachelor's Degree	
Award title:	Bachelor of 'title reflecting field of study' or Bachelor of 'title reflecting field of study' in 'specific area'
Abbreviated title:	'field of study' or 'field of study in specific area', usually abbreviated
Example:	Bachelor of Laws/LLB Bachelor of Health Science in Nursing - BHlthScN
Bachelor's Degree with Honours	
Award title:	Bachelor of 'title reflecting field of study' with Honours or Bachelor of 'title reflecting field of study' in 'specific area' with Honours
Abbreviated title:	'field of study' or 'field of study in specific area', usually abbreviated

Example:	Bachelor of Social Science with Honours - BSocSc(Hons)
Double Degree	
Award title:	Bachelor of, Bachelor of
Abbreviated title:	A comma and space is to be used between the abbreviated form of the degrees.
Example:	Bachelor of Arts, Bachelor of Laws - BA, LLB
Combined Degree	
Award title:	Bachelor of, Bachelor of
Abbreviated title:	An oblique (backslash) is to be used between the abbreviated form of the degrees.
Example:	Bachelor of Arts/Bachelor of Education (Secondary) - BA/BEd(Sec)
Graduate Certificate	
Award title:	Graduate Certificate in 'field of study'
Abbreviated title:	GradCert 'field abbreviated'
Example:	Graduate Certificate in Professional Development - GradCertProfDev
Graduate Diploma	
Award title:	Graduate Diploma of 'field of study' Graduate Diploma of 'title reflecting field of study' in 'specific area'
Abbreviated title:	'field of study' or 'field of study in specific area', usually abbreviated
Example:	Graduate Diploma of Health Science - GradDipHlthSc
Masters Degree	
Award title:	Master of 'field of study' Master of 'title reflecting field of study' in 'specific area'
Abbreviated title:	'field of study' or 'field of study in specific area', usually abbreviated
Example:	Master of International Sport Management - MISM
Doctoral Degree	
Award title:	Doctor of Philosophy
Abbreviated title:	PhD
Professional Doctorate	
Award title:	Doctor of 'field of study' Doctor of 'title reflecting field of study' in 'specific area'
Abbreviated title:	'field of study' or 'field of study in specific area', usually abbreviated
Example:	Doctor of Business Administration - DBA

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