

## Course Name and Award Title Nomenclature Policy

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

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Approved by	Academic Board Meeting 13/2, 05 June 2013 Resolution AB/13-2/33	
	Latest amendment: Director, Governance Support Unit (see change history for details)	
Implementation Officer	Manager, Academic Programs Office, Institute for Interactive Media and Learning	
Relevant to	All staff and all students	
Related documents	<a href="#">Admissions Policy</a> <a href="#">Australian Qualification Framework</a> <a href="#">Award Course Approval and Reaccreditation Policy and Procedures</a> <a href="#">Cotutelle Doctoral Program: Framework and Conditions</a> (PDF) (restricted access: Staff Connect) <a href="#">Course Name and Award Title Nomenclature Approval Procedures</a> Delegation 4.3.4, <a href="#">Standing Delegations of Authority</a> <a href="#">List of abbreviations for courses and subjects</a> (restricted access: Staff Connect) Student Rules: <ul style="list-style-type: none"> <li>• <a href="#">Rule 13.6 Award nomenclature</a></li> <li>• <a href="#">Rule 13.7 Level of award — classification and grading</a></li> <li>• <a href="#">Schedule 1 Definitions</a></li> <li>• <a href="#">Schedule 2 Results and grades</a></li> </ul>	

	Template for approval of changes to award course nomenclature (ONOMC) on the <a href="#">Online Course Approval Process (OCAP) system</a> (restricted access: Staff Connect)
Legislation	University of Technology Sydney Act 1989 (NSW): <ul style="list-style-type: none"> <li>• <a href="#">Part 2, 6(2)(e)</a></li> <li>• <a href="#">Part 4, division 1, 16(1)(a)</a></li> </ul>
File number	UR10/895
Superseded documents	Policy on Nomenclature of Award Courses at UTS

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### 1. Purpose

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

### 2. Scope

The Policy applies to all levels of award courses as identified in [Rule 13.7](#) of the UTS Student Rules.

### 3. Definitions

Unless specified, the definitions of terms used in this Policy follow those stated in the Student Rules, [Schedule 1](#). For easy reference, the following are listed:

Term	Definition	Defined in
<b>Academic transcript</b>	Official University printed document that provides an accurate statement of the official information held by the University and which satisfies the University's responsibilities to the student and other third parties (including other universities) for adequate and appropriate representation of relevant information about a student's academic and academic related	<a href="#">Schedule 1</a> (Student Rules)

Term	Definition	Defined in
	activities at the University.	
<b>Articulation</b>	<p>An approved agreement or approved structure which recognises that:</p> <ul style="list-style-type: none"> <li>(a) the completion of requirements in one course contributes to the satisfaction of course requirements of another course</li> <li>(b) admission to the subsequent course may be dependent, and possibly guaranteed, upon satisfactory completion of the prior course at a specified level</li> <li>(c) credit for study completed in one course which is to be recognised for the requirements of a subsequent course must be approved as part of an articulation agreement with an external provider, or as part of the UTS course structure if only UTS courses are involved.</li> </ul> <p>Articulation can be internal articulation or external articulation.</p>	<a href="#">Admissions Policy</a>
<b>Award</b>	Academic award of the University.	<a href="#">Schedule 1</a> (Student Rules)
<b>Award Abbreviation</b>	Official abbreviation for the award as approved by the Vice-Chancellor. This is the abbreviation used by graduates when displaying their academic credentials after their name.	
<b>Award course</b>	Set of requirements, subjects and/or supervised research which when satisfactorily completed by a student normally qualifies that student for a formal award of the University.	<a href="#">Schedule 1</a> (Student Rules)
<b>Award Title</b>	<p>Name of the award which appears on the testamur and the 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.</p> <p>The award title is also referred to as testamur title or testamur award title.</p>	
<b>Australian Higher Education Graduation Statement (AHEGS)</b>	The official University printed document that provides an accurate description of the official information held by the University about the nature, level, context and status of the studies that were pursued and completed by a student in a course as well as information, as approved from time to time by the relevant	<a href="#">Schedule 1</a> (Student Rules)

<b>Term</b>	<b>Definition</b>	<b>Defined in</b>
	Commonwealth Government department, about the Australian Higher Education System.	
<b>Combined degree</b>	A type of Bachelor degree. A combined degree consists of components of two degrees and to graduate with both degrees in a shorter time than required to complete both degrees independently.	<a href="#">Schedule 1</a> (Student Rules)
<b>Cotutelle</b>	An initiative sponsored by the French Government, for collaborative research and supervision of Doctoral degree students with a French university. This arrangement may lead to the student being awarded a Doctoral degree from both universities in recognition of the collaborative arrangement.	<a href="#">Schedule 1</a> (Student Rules)
<b>Course</b>	Program of study into which students are admitted.	<a href="#">Schedule 1</a> (Student Rules)
<b>Course name</b>	Name used in official correspondence, eg academic transcript, Handbook, AHEGS, with students and with external bodies. Usually identical to the award title, it is recorded in the Curriculum and Student Systems (CASS) as the 'Full Title' for the course.	
<b>Doctoral degree</b>	A course of study and research with a required entry level of a Masters by research degree, a Bachelor degree with First or Second Class Division 1 Honours or equivalent qualifications and/or experience and where the research component is at least two-thirds of the total course.	<a href="#">Schedule 1</a> (Student Rules)
<b>Dual program of study</b>	Course of study that leads to two awards for a student: one from UTS and one from a higher education provider outside Australia. The two awards are in similar disciplines and are provided in tandem through a formally approved cross-credited arrangement.	<a href="#">Admissions Policy</a>
<b>Full Title</b>	Terminology used to describe the course name recorded in CASS. Usually identical to the Award Title.	<a href="#">Curriculum data in CASS</a> (PDF, restricted access)
<b>Grading of awards</b>	Recognition of different levels of academic achievement within specific course awards through the classification of the award.	<a href="#">Schedule 1</a> (Student Rules)

Term	Definition	Defined in
<b>Graduate Certificate</b>	A course of study with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience. Graduate Certificates normally require six months of full-time study and consist of coursework subjects.	<a href="#">Schedule 1</a> (Student Rules)
<b>Graduate Diploma</b>	A course of study with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience. Graduate Diplomas normally require one year of full-time study and consist of coursework subjects. Some Graduate Diplomas are completed concurrently with a Bachelor degree as part of a combined award.	<a href="#">Schedule 1</a> (Student Rules)
<b>Masters by research degree</b>	A course of study at the Masters or Masters (Honours) level with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience and which comprises coursework, project work and research in varying combinations and where the research component is at least two-thirds of the total course.	<a href="#">Schedule 1</a> (Student Rules)
<b>Professional Doctorate</b>	A program of study at Doctoral level which advances knowledge through scholarly engagement with the practice of a profession, industry or creative field.	<a href="#">Schedule 1</a> (Student Rules)
<b>Short Title</b>	Course name created for administrative purposes in CASS if the full title is more than 80 characters.	<a href="#">Curriculum data in CASS</a> (PDF, restricted access)
<b>Testamur</b>	Official certificate of the University that attests to a particular person having satisfied the requirements for and graduated from a particular award course of the University at a particular time.	<a href="#">Schedule 1</a> (Student Rules)

## 4. Policy principles

4.1 All UTS award courses must have a course name, an award title and an award abbreviation approved by the Vice-Chancellor in accordance with the principles and statements in this Policy and following the [Course Name and Award Title Nomenclature Approval Procedures](#).

4.2 Course name, award title and award abbreviation must be easily understood by stakeholders, including students, employers and the general community; accepted on a national and international level; and indicative of a graduating student's achievements.

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

## **5. Policy statements**

### **5.1 Generic titles**

5.1.1 The course name and award title are usually the same and should generally reflect the following format:

Level of Award plus Generic Field of Study, for example, Bachelor of Engineering, Master of Science

5.1.2 The award abbreviation reflects the level of award and generic field of study, for example, the award abbreviation for Master of Arts is MA.

5.1.3 Generic titles are usually not used for Graduate Diplomas and Graduate Certificates. Award titles at these levels reflect the specific market for the award and the course content and design.

5.1.4 For all masters by thesis awards, the course name for the masters degree by research will be Master of (Generic field of study) (Research). 'Research' will be included in the award title. The word 'Research' in brackets, ie (Research), must appear in both the award title and in the course name immediately after the field of study, not the descriptor. The fact that a masters is a research course is reflected in the abbreviation. For example, Master of Science (Research) in Computing Sciences should be the award title and course name, and the abbreviation should be MSc(Res).

5.1.5 Doctoral degrees usually have the generic title of Doctor of Philosophy, abbreviated PhD.

5.1.6 For professional doctorates, the title would usually be Doctor of (generic field of study or specific field of study).

5.1.7 For bachelor honours degrees, the word 'Honours' in brackets, ie (Honours), must appear in both the award title and in the course name immediately after the field of study, not the descriptor. The fact that a course is a honours course is also reflected in the abbreviation. For example, at a bachelor level, Bachelor of Arts (Honours) in Communication is the award title and course name and the abbreviation is BA(Hons). (See 5.4.3 Classification and grading of awards for bachelor's degree with honours.)

5.1.8 For combined degrees involving an International Studies component, the professional component of the degree should precede the Bachelor of Arts in International Studies in the course name, for example, Bachelor of Engineering Bachelor of Arts in International Studies (BE BA), Bachelor of Laws Bachelor of Arts in International Studies (LLB BA), Bachelor of Arts in Communication Bachelor of Arts in International Studies.

5.1.9 Approval of the use of a generic title should be based on the following considerations:

- accurate description of the level of award
- recognition of the principal discipline of study with regard to:
  - the course objectives and learning outcomes
  - the structure and content of the course
  - the extent of the recruitment or marketing demands for the title
  - the extent of the professional or employment demands for the title, and
  - the extent of the use of titles in the national and international community

- the number of generic titles in the general academic or professional area being used by the University
- consistency and articulation of the title with those being utilised at the higher or lower degree level
- government requirements for grouping courses of study.

## **5.2 Exceptions — specific fields of study and descriptors**

5.2.1 Where no generic field of study obviously reflects the particular subject matter of a course, a specific field of study may be approved as part of the course name and award title. The specific field of study is also reflected in the award abbreviation. In these circumstances the course and award nomenclature format is as follows:

Level of Award plus Specific Field of Study, for example Master of Professional Accounting, abbreviated MProfAcc.

5.2.2 Descriptors may be approved as part of the course name and/or award title of a course to reflect a specialisation or major. The descriptor is not reflected in the award abbreviation. For example, Bachelor of Design in Interior and Spatial Design is abbreviated BDesign, Master of Business in Finance is abbreviated MBus.

5.2.3 A course may have a course name and award title that differ. This is usually to reflect the further division of a specialisation, for example the 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.

5.2.4 The approval of the use of a specific title and inclusion of descriptors in award titles should be based on the following considerations:

- 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
- the extent of the professional or employment demands for the specific title and/or descriptors
- the possibility of misunderstanding/misinterpretation by students and employers
- the life expectancy of the title, especially if it is market driven at a particular time in a specific environment
- the perception of usage of the specific title from a national and international perspective
- the number of specific degree titles in the general academic and professional areas used by UTS
- the assessment of the full impact if the proposed title is not approved, for example, its effect on any agreements with external partners.

## **5.3 Abbreviations**

5.3.1 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.

5.3.2 As far as possible, award 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.

## **5.4 Classification and grading of awards**

5.4.1 Classification and grading of awards shall be in accordance with UTS [Rule 13.7](#).

5.4.2 Where an award is classified, criteria for classification and changes to these criteria shall be approved as part of the course and award nomenclature approval.

5.4.3 The grading of an award course must be indicated in the award title on the testamur and not in the course name or award abbreviation. The level 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, Graduate Diploma in Engineering with Distinction.

## **5.5 Number of testamurs**

5.5.1 For all combined degrees, including combined degrees involving an International Studies component, two testamurs are issued, one for each award component of the combined degree. For example, for the Bachelor of Arts in Communication Bachelor of Arts in International Studies, graduates receive a testamur for the Bachelor of Arts in Communication and a testamur for the Bachelor of Arts in International Studies.

5.5.2 The Bachelor of Arts in International Studies can only be awarded when the other component degree has been completed and awarded.

5.5.3 For dual programs of study, UTS issues a testamur only for the UTS course award completed as part of the program. The course name, award title and award abbreviation for the UTS course are approved in accordance with this Policy.

5.5.4 For doctoral degrees completed under a cotutelle agreement, successful candidates receive a doctoral award from each of the two participating institutions. The UTS testamur and official academic record states that the degree was obtained under a cotutelle agreement with the <named> institution. The course name, award title and award abbreviation for the UTS course are approved in accordance with this Policy.

## **5.6 Editorial conventions**

5.6.1 For bachelors degrees, masters degrees and doctoral degrees, the field of study should be indicated by using 'of', for example, Bachelor of Arts, Master of Laws. For diplomas and certificates, the field of study should be shown by using 'in', for example, Graduate Diploma in Engineering. Descriptors should be reflected by using 'in', for example, Bachelor of Arts in Communication. 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).

5.6.2 There is no space between the level of award and the descriptor, for example, BBus, BEngSc.

5.6.3 There is a space between the two qualifications for combined degrees, for example, BSc BA, BE BSc, BE DipEngPrac.

5.6.4 Acronyms should not be used in course names, award titles and award abbreviations, unless specially approved by the Vice-Chancellor.

5.6.5 The short form for 'electronic' is 'e' in lower case, with a hyphen, for example, 'e-learning'.



5.6.6 The language of instruction or range of languages of instruction should not be included in the course name nor in the award title. Instead, it should be specified in the academic transcript and the AHEGS.

5.6.7 The following information is not to be included in the course name nor in the award title. This information is recorded in CASS as appropriate.

- Word 'conversion' in conversion courses
- Location of offer (Kuring-gai, Hong Kong)
- Mode of delivery (distance)
- Study pattern (part-time, full-time, block)
- Payment arrangements (fee-paying, scholarship)
- Admission standards/requirements (limited work experience; graduate entry).

5.6.8 There should be no punctuation mark, for example, full stop, comma, colon or slash, in a 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'.

5.6.9 The only information that can be shown in brackets in course names is:

- (Honours) for honours degrees
- (Research) for master's research degrees
- When there is a need to use the brackets in a course name for a further division of a specialisation of a generic degree, for example, Bachelor of Arts in Communication (Information and Media) (see section 5.6.1).

## 5.7 Procedures for approval

Approval of individual course names, testamur award titles and abbreviations for award courses is by the Vice-Chancellor in accordance with the principles and statements in this Policy and following the [Course Name and Award Title Nomenclature Approval Procedures](#).

## 6. Roles and responsibilities

**Accountable Officer:** Deputy Vice-Chancellor (Education and Students)

**Implementation Officer:** Manager, Academic Programs Office in the Institute for Interactive Media and Learning

**Faculty Board** approves proposed course name and award title for award courses for submission to the Vice-Chancellor's approval in accordance with the Nomenclature for Award Courses Policy.

**Courses Planning Committee** may comment on proposed course name and award title for new award courses in accordance with the Nomenclature for Award Courses Policy.

**Provost** endorses individual course names, award titles and award abbreviations for all award courses in accordance with the Nomenclature for Award Courses Policy.

**Vice-Chancellor** approves individual course names, award titles, award abbreviations and classification of award for all award courses in accordance with the Nomenclature for Award Courses Policy.

**Academic Programs Office** maintains, updates and publishes the register of abbreviations for courses and subjects.

## 7. Version control and change history

Effective date	Version	Approved by, resolution no. (date)	Amendment
01/07/2011	1	Academic Board, AB 11/42.2 (22/06/2011)	Original Course Name and Award Title Nomenclature Policy approved. Policy on Nomenclature of Award Courses rescinded.
24/06/2013	2	Academic Board, AB/13-2/33 (05/06/2013)	Removal of a section to allow faculties to include the full name of each Bachelor of Arts degree more than once in the course name, to fully reflect the extent of the combined International degree component.
11/02/2015	2.1	Director, Governance Support Unit (GSU) (11/12/2014)	Changes (approved under Delegation 3.17) to implement 2014 Senior Executive restructure.
20/04/2016	2.2	Director, Governance Support Unit (GSU) (22/03/2016)	Amendments (approved under Delegation 3.17) to reflect rescission of Dual Programs of Study Framework and Twinning Programs Framework.