

## Course Name and Award Title Nomenclature Approval Procedures

### Abstract

The Course Name and Award Title Nomenclature Approval Procedures support the implementation of the [Course Name and Award Title Nomenclature Policy](#).

Dates	Procedures approved	09/08/2013
	Procedures take effect	20/09/2013
	Procedures due for review (up to five years)	08/2018
	Procedures amendment approved	17/10/2014
	Procedures amendment take effect	19/12/2014
Approved by	Vice-Chancellor	
Implementation Officer	Manager, Academic Programs Office	
Relevant to	All staff	
Related documents	<a href="#">Award Course Approval and Reaccreditation Policy and Procedures</a> <a href="#">Australian Qualifications Framework</a> <a href="#">Course Name and Award Title Nomenclature Policy</a> <a href="#">OCAP System User Guide</a> (PDF) (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 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	UR 10/895	
Superseded documents	Nomenclature of Award Courses Approval Procedures	

## Contents

1. Purpose
2. Scope
3. Definitions
4. Procedural principles
5. Procedural statements
6. Roles and responsibilities
7. Version control and change history

### 1. Purpose

The Course Name and Award Title Nomenclature Approval Procedures are established to support the implementation of the [Course Name and Award Title Nomenclature Policy](#). The objective of the Procedures is to provide detailed information on the processes and requirements for approval of course names, award titles and award abbreviations.

### 2. Scope

These Procedures apply to all levels of award courses as identified in [Rule 13.7, Student Rules](#). They should be used in the approval of new courses and the review of existing courses.

These Procedures apply to all staff involved in the creation, use and approval of award course names, titles, abbreviations and nomenclature.

### 3. Definitions

The definitions below define terms specific to these Procedures. These are in addition to definitions in the [Course Name and Award Title Nomenclature Policy](#) and the [Schedule 1, Student Rules](#).

**Course Plan Proposal** means the documentation submitted by faculties to seek Course Plan approval for new courses and reaccreditation of existing courses.

**Courses Planning Committee** means the committee of the Vice-Chancellor, which assesses the strategic and commercial soundness of course proposals and advises the Vice-Chancellor or Vice-Chancellor's delegate on whether a course proposal should proceed.

**Nomenclature** refers to a system of names used by UTS, including award titles, award abbreviations and, where applicable, criteria for classification and grading of award.

**Online Course Approval Process (OCAP) system** means the online system that supports the implementation of the Award Course Approval and Reaccreditation Procedures.

### 4. Procedural principles

The principles outlined in the [Course Name and Award Title Nomenclature Policy](#) are applicable to these Procedures.

## **5. Procedural statements**

### **5.1 Approval of course and award nomenclature for new courses**

Proposed course and award nomenclature for new courses are included in the Course Plan Proposal. These proposals are approved by the relevant faculty board(s) and submitted via the Online Course Approval Process (OCAP) system.

#### **5.1.1 Review and approval process**

The faculty board endorses the course and award nomenclature for new courses as part of the Course Plan Proposal for submission to the [Courses Planning Committee](#) (the Committee) (restricted access: Staff Connect).

If scheduling of faculty board meetings does not allow for timely consideration and advice on the Course Plan Proposal, the Dean is authorised to take executive action on behalf of the faculty board to seek approval in accordance with [section 2, Faculty Boards Statement](#). The proposal is then submitted to the Committee for consideration and endorsement.

The Committee endorses Course Plans and may make comment and provide feedback to the faculty board on the proposed course and award nomenclature in advance of submission to the Provost.

The course and awards nomenclature is also included in the Course Accreditation for submission to the [Courses Accreditation Committee](#) for new courses. The Courses Accreditation Committee may comment on the proposed course and award nomenclature.

The Provost endorses the proposed course and award nomenclature, or may provide comment and feedback to either the Courses Planning Committee or the Courses Accreditation Committee.

The Provost submits endorsed course and award nomenclature (as articulated in the Course Plans) to the Vice-Chancellor.

The Vice-Chancellor approves the course name and award nomenclature (including criteria for classification and grading of award) or, provides feedback to the Provost, outlining an appropriate course name and award nomenclature.

#### **5.1.2 Implementation process**

The Academic Programs Office (APO) coordinates feedback to the relevant faculty boards during the review and approval process.

Following approval by the Vice-Chancellor, APO advises relevant stakeholders of the decision, and takes responsibility for recording the approved course name and nomenclature on the Curriculum and Student System (CASS).

### **5.2 Approval of changes to course and award nomenclature for existing courses**

Changes to existing course and award nomenclature (ie course names, award titles, award abbreviations and, where applicable, criteria for classification and grading of award) are submitted via the Online Course Approval Process (OCAP) system, using the relevant template (ONOMC). (See [OCAP templates](#) (restricted access: Staff Connect) for additional information.)

Where a course is due for reaccreditation, these changes can also be submitted as part of the reaccreditation proposal. The required information will be included in the

relevant reaccreditation template (OCRED or OCRED-Short) on the OCAP system. (See [OCAP templates](#) (restricted access: Staff Connect) for additional information.)

In either process, this proposal for change must specify:

- the existing approved nomenclature and proposed changes
- reasons for the change and impact for stakeholders (students, internal and external partners, administrative units such as UTS International, Student Administration, Graduations)
- strategies to manage the change, endorsement by stakeholders and transitional arrangements for students
- proposed effective date of the change.

### **5.2.1 Review and approval process**

The faculty board endorses the course and award nomenclature changes either as required, or as part of the reaccreditation process.

If scheduling of faculty board meetings does not allow for timely consideration and advice on the proposed change, the Dean is authorised to take executive action on behalf of the faculty board to seek approval in accordance with [section 2, Faculty Boards Statement](#). The faculty board submits all endorsed changes to Provost via APO.

Where the change of course and award nomenclature relates to the use of the descriptor 'Advanced' for a Masters degree (Coursework), the Courses Accreditation Committee advises the Provost on the proposed course and award nomenclature.

The Provost endorses the proposed course and award nomenclature change, or may provide comment and feedback to the faculty board.

The Provost submits endorsed course and award nomenclature changes to the Vice-Chancellor.

The Vice-Chancellor approves the course name and award nomenclature (including criteria for classification and grading of award) or, provides feedback to the Provost, outlining an appropriate course name and award nomenclature.

The Vice-Chancellor approves the changes to the course name and award nomenclature (including changes to criteria for classification and grading of award) or, provides feedback to the Provost, outlining an appropriate course name and award nomenclature.

### **5.2.2 Implementation process**

APO will coordinate feedback to the relevant faculty board during the review and approval process.

Following approval by the Vice-Chancellor, APO advises relevant stakeholders of the decision and takes responsibility for recording the approved changes to the course name and nomenclature on the CASS.

## **5.3 Use of descriptors 'Advanced' and 'Extension' for Masters degrees (Coursework)**

### **5.3.1 Principles**

The use of the descriptor 'Advanced' in the course name, award title and award abbreviation, in the form of Master of XXX (Advanced) (abbreviation MXXX(Adv)) is allowed:

- where a shorter version of Master of XXX also exists, and
- where a case can be made by the faculty that the additional length of the Master of XXX (Advanced) involves more advanced study and knowledge and skill acquisition than the shorter version of the course, possibly through research options or more advanced subjects, either in terms of a higher level of knowledge and/or greater depth in the specialisation.

The use of the descriptor 'Advanced' in course name, award title and award abbreviation, in the form of Master of Advanced XXX (abbreviation MAdvXXX) is allowed:

- in circumstances where a case can be made that the design and coverage of knowledge, skills, etc., in the course are at a level higher and with greater depth than if a course Master of XXX were offered, even if UTS does not offer a Master of XXX, or
- in circumstances where the Masters degree is not of longer duration than the standard Masters degree (ie between 48 and 72 credit points), but the course design clearly demonstrates that the majority of content aligns with the 'Advanced' claim

noting that:

- the 'Advanced' degree might or might not include a research pathway, but where it does this might be a clear differentiator of the 'Advanced' claim
- the case presented by the faculty should include reference to industry and/or sector expectations of what a standard Master of XXX would be like, and that the Master of Advanced XXX is clearly positioned to deliver a higher value learning and qualification outcome.

The use of the descriptor 'Extension' in the course name in the form of Master of XXX (Extension) is allowed:

- where a shorter version of Master of XXX also exists, and
- where the greater length of the Masters degree is about increased breadth of study (eg more subjects at similar level, or additional specialisations, or more general options) rather than more advanced study and knowledge and skill acquisition.

Where the descriptor 'Extension' is used, the descriptor 'Extension' is not included in the award title and award abbreviation.

### **5.3.2 Responsibility for endorsement and approval**

Assessment of whether the use of 'Advanced' or 'Extension' in the course name and award title is suitable for a particular course resides with the Courses Accreditation Committee for advice to the Provost, and then to the Vice-Chancellor as per the usual course name nomenclature approval process.

## **6. Roles and responsibilities**

The roles and responsibilities outlined in the [Course Name and Award Title Nomenclature Policy](#) are applicable to these Procedures.

## 7. Version control and change history

Effective date	Version	Approved, resolution no. (date)	Amendment
12/01/2011	1	Vice-Chancellor	Original procedures.
20/09/2013	2	Vice-Chancellor (09/08/2013)	Amendment to document title and review in line with Course Name and Award Title Nomenclature Policy review.
19/12/2014	2.1	Vice-Chancellor (17/10/2014)	Amendment to the procedures to reflect changes to the title 'Senior Deputy Vice Chancellor' (replaced by 'Provost'), inclusion of section 5.3 and inclusion of the role of the Courses Accreditation Committee in advising the Provost on course and award nomenclature for new courses and changes to existing courses, and for award title nomenclature for Masters degrees (Coursework).