

## Monash University Procedure

<b>Procedure Title</b>	Course and Award Nomenclature Procedures
<b>Parent Policy</b>	<a href="#">Course Design Policy</a>
<b>Date Effective</b>	21-June-2016
<b>Review Date</b>	21-June-2016
<b>Procedure Owner</b>	Vice-Provost (Education Programs)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="#">Education Policy Unit</a>
<b>Scope</b>	All award courses Approved Monash University non-award enabling programs All teaching locations
<b>Purpose</b>	Course and award nomenclature comprises course titles, award titles, course abbreviations and award abbreviations.  A course may lead to a number of different awards, depending on the student's chosen specialisation.
<b>PROCEDURE STATEMENT</b>	

Course and award nomenclature comprises course titles, award titles, course abbreviations and award abbreviations.

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### 1. Nomenclature use

- 1.1. Course titles convey to current and prospective students the content, nature and level of study of courses.
- 1.2. Award titles provide the basis for national and international recognition of graduates' study achievements.
- 1.3. Course abbreviations are used for administrative purposes, including the production of internal and government reports.
- 1.4. Award abbreviations are used by graduates as post-nominals to indicate that a degree or other award has been conferred or granted.
- 1.5. Course and award nomenclature must be used consistently on:
  - all forms of course information provided to students;
  - academic transcripts, testamurs and Australian Higher Education Graduation Statements; and
  - the student management system.

#### **Responsibility**

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 Vice-Provost (Graduate Education)  
 Student and Education Business Services  
 Deans  
 Associate/Deputy Deans (Education)  
 Associate Deans (Graduate Research)

### 2. Nomenclature standards

Standards for course titles		Examples
2.1	A course title includes the type of award a course leads to, the area of study, and may include any distinguishing features.	Master of Journalism (Double Masters with University of Warwick)
2.2	In a course title, the award type and the area of study are normally separated by 'of'.  There may be circumstances where, for Diploma, Graduate Certificate, Postgraduate Certificate, Graduate Diploma and Postgraduate Diploma courses, it may be more appropriate to use the word 'in'. For example where there is an accepted discipline or industry standard or a regulatory requirement. When this is the case, a rationale must be provided to the Coursework Admissions and Programs Committee, Graduate Research Committee or Academic Board (whichever is the appropriate body according to the approval process applicable to the course).	Bachelor of Commerce
2.3	Research master's and doctoral degree (research) courses may use 'Philosophy' instead of the area of study.	
2.4	Course titles use title case, meaning that the first letter in each word is capitalised, with the exception of certain words such as 'and', 'in', 'of', 'with'.	Master of Communications and Media Studies
2.5	A course title must not comprise more than 100 characters in total.	

Standards for award titles		Examples
2.6	An award title includes the type of award and the area of study.	
2.7	In an award title, the award type and the area of study are normally separated by 'of'.  There may be circumstances where, for Diploma, Graduate Certificate, Postgraduate Certificate, Graduate Diploma and Postgraduate Diploma courses, it may be more appropriate to use the word 'in'. For	Bachelor of Commerce

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	example where there is an accepted discipline or industry standard or a regulatory requirement. When this is the case, a rationale must be provided to the Coursework Admissions and Programs Committee, Graduate Research Committee or Academic Board (whichever is the appropriate body according to the approval process applicable to the course).	
2.8	Research master's and doctoral degrees (research) awards may use 'Philosophy' instead of the area of study.	
2.9	Some courses offer multiple specialisations where each specialisation leads to a different award. When this is the case, the specialisation is indicated by the area of study in the award title.	The <i>course</i> Bachelor of Engineering (Honours) has multiple specialisations, one of which leads to the <i>award</i> Bachelor of Mechanical Engineering (Honours)
2.10	Award titles use title case, meaning that the first letter in each word is capitalised with the exception of certain words such as 'and', 'in', 'of', 'with'.	Master of Public Policy and Management
2.11	An award title must not comprise more than 150 characters in total.	

Standards for course abbreviations		Examples
2.12	Course abbreviations are chosen so that they clearly, correctly and unambiguously reflect the components of the corresponding course title	BInfoTech
2.13	Full stops and spaces are not included in course abbreviations.	
2.14	Words that are not capitalised in the course title are not included in the course abbreviation, unless it adds clarity needed for administrative purposes.	
2.15	Brackets are used in the same way in a course abbreviation as in the course title. Other non-letter characters, e.g. '&', '-', should be avoided if possible.	
2.16	A course abbreviation must not comprise more than 20 characters in total.	
2.17	Where the same area of study appears in multiple course titles, the abbreviation of the area of study is the same for all of those course abbreviations.	The postgraduate suite of courses in Health Services Management use the abbreviations GradCertHlthServMt, GradDipHlthServMt,

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		MHlthServMt
Standards for award abbreviations		Examples
2.18	Award abbreviations are chosen so that they clearly, correctly and unambiguously reflect the components of the corresponding award title, with exception where there is an accepted discipline or industry standard for the abbreviation.	<p>BInfoTech</p> <p>BSc</p> <p>LLB(Hons) is a commonly accepted abbreviation for Bachelor of Laws (Honours).</p>
2.19	Full stops and spaces are not included in award abbreviations.	
2.20	Words that are not capitalised in the award title are not included in the award abbreviation.	
2.21	Brackets are used in the same way in an award abbreviation as in the award title. Other non-letter characters, e.g. '&', '-', are not included in the award abbreviation.	
2.22	An award abbreviation must not comprise more than 20 characters in total.	
2.23	Where the same area of study appears in multiple award titles, the abbreviation of the area of study should be the same in all abbreviations, with exception where there is an accepted discipline or industry standard that varies between award types.	<p>The postgraduate suite of awards in Health Services Management use the abbreviations</p> <p>GradCertHlthServMt, GradDipHlthServMt, MHlthServMt</p>
Diploma courses and awards		Examples
2.24	The nomenclature template for both the award and course title is 'Diploma of'.	Diploma of Liberal Arts
2.25	The award type abbreviation is 'Dip'.	DipLibArts
Bachelor courses and degrees		Examples
2.26	The nomenclature template for bachelor course titles and award titles is 'Bachelor of'.	Bachelor of Science
2.27	The award type abbreviation is 'B'.	BSc
Bachelor honours courses and degrees		Examples

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2.28	The nomenclature template for bachelor honours course titles and award titles is 'Bachelor of Field (Honours)'.	Bachelor of Biomedical Science (Honours)
2.29	The award type abbreviation is 'BField(Hons)', unless there is an accepted discipline or industry standard to the contrary.	BBiomedSc(Hons)
<u>One-year honours courses and degrees</u>		
2.30	The area of study used in the course and award title of a one-year honours course is normally a generic field.	A student in the one-year Bachelor of Arts (Honours) course may have the honours study area of History. While the transcript and/or other official certification documents may identify the honours specialisation(s), the course and award title is the generic Bachelor of Arts (Honours).
<u>Bachelor advanced honours courses and degrees</u>		
2.31	The nomenclature template for bachelor advanced honours course titles and award titles is 'Bachelor of Field Advanced (Honours)'.	Bachelor of Pharmaceutical Science Advanced (Honours)
2.32	A descriptor may be added to the nomenclature template for bachelor advanced honours course titles and award titles: 'Bachelor of Field Advanced - Descriptor (Honours)'.	Bachelor of Science Advanced - Global Challenges (Honours) BScAdvGlbChal(Hons)
<b>Graduate certificate courses and awards</b>		<b>Examples</b>
2.33	The nomenclature template for both the award and course title is 'Graduate Certificate of'.	Graduate Certificate of Educational Research
2.34	The award type abbreviation is 'GradCert'.	GradCertEdRes
<b>Graduate diploma courses and awards</b>		<b>Examples</b>
2.35	The nomenclature template for both the award and course title is 'Graduate Diploma of'.	Graduate Diploma of Professional Psychology
2.36	The award type abbreviation is 'GradDip'.	GradDipProfPsych

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<b>Postgraduate certificate and postgraduate diploma courses and awards</b>		<b>Examples</b>
2.37	<p>The nomenclature template for the award and course title of a postgraduate certificate is 'Postgraduate Certificate of'.</p> <p>For a postgraduate diploma it is 'Postgraduate Diploma of'.</p> <p>'in' may be used for example where there is an accepted discipline or industry standard or a regulatory requirement. When this is the case, a rationale must be provided to the Coursework Admissions and Programs Committee, Graduate Research Committee or Academic Board (whichever is appropriate according to the approval process applicable to the course).</p>	Postgraduate Diploma in Biomedical Science
2.38	The award type abbreviations are 'PostGradCert' or 'PostGradDip', as appropriate.	PostGradDipBiomedSc

<b>Coursework master's courses and degrees</b>		<b>Examples</b>
2.39	The nomenclature template for a coursework master's course title and award title is 'Master of'	Master of Accounting
2.40	The award type abbreviation is 'M'.	MAcc
<u>Exceptions for some master's degrees (extended)</u>		
2.41	<p>The Australian Qualifications Framework permits some exceptions to titles for master's degrees (extended) for some professions.</p> <p>'Juris Doctor' may be used in the course and award titles for a master's degree (extended) for legal practice.</p> <p>'Doctor of ...' may be used in the course and award titles for a master's degree (extended) for medical practice or physiotherapy.</p> <p>Where these exceptions are used, a statement explaining that the course or degree is an AQF level 9 master's degree must appear on information material provided to students, transcripts and AHEGS.</p>	

<b>Graduate research master's courses and degrees</b>		<b>Examples</b>
2.42	The nomenclature template for a graduate research master's course title and award title is 'Master of Philosophy', without the specialisation, discipline or area of study, unless an exemption has been granted by Academic Board.	2.42

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2.43	The course abbreviation for Master of Philosophy is 'MPhil', followed by a recognisable abbreviation of the faculty, institute or other organisational unit where studies are carried out.	2.43
2.44	The award abbreviation for Master of Philosophy is 'MPhil'.	2.44

<b>Doctoral courses and degrees</b>		<b>Examples</b>
2.45	The AQF specifies two forms of doctoral degrees: doctoral degree (research) and doctoral degree (professional).	
Doctoral degrees (research)		
2.46	For doctoral degrees (research) the nomenclature template for both the course and award title is Doctor of Philosophy, without the specialisation, discipline or area of study, unless an exemption has been granted by Academic Board.	
2.47	The course abbreviation for Doctor of Philosophy is 'PhD' followed by a recognisable abbreviation of the faculty, institute or other organisational unit where studies are carried out.	The Doctor of Philosophy offered in the Faculty of Arts has the course abbreviation PhDArts.
2.48	The award abbreviation for the Doctor of Philosophy is 'PhD'.	
Doctoral degrees (professional)		
2.49	For doctoral degrees (professional) the nomenclature template for both the course and award title is 'Doctor of Field'.	
2.50	The course and award abbreviations for a doctoral degree (professional) will normally follow the accepted norms of the relevant industry or profession. The award type abbreviation is 'D'.	The Doctor of Juridical Science has the abbreviation SJD.

<b>Double degree courses</b>		<b>Examples</b>
2.51	If a course is a double degree course, the course title includes the course titles of the two component courses separated by an 'and'.	Bachelor of Commerce and Bachelor of Arts
2.52	For horizontal double degree courses, the degree of the managing faculty appears first. Any exemptions to	The Bachelor of Commerce and Bachelor of Arts double degree course has the

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	this rule must be justified with a sound rationale.	managing Faculty of Business and Economics.
2.53	In vertical double degree course titles the lower level course appears first.	
2.54	A double degree course leads to two awards. The title and abbreviation of each award are the same as for the corresponding single degree award title and abbreviation.	The course Bachelor of Commerce and Bachelor of Arts leads to two awards: the Bachelor of Commerce (which has the award abbreviation BCom), and the Bachelor of Arts (which has the award abbreviation BA).
2.55	The course abbreviation includes the abbreviations of both component courses separated by '/' (forward slash).	The course abbreviation is BCom/BA

### Responsibility

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Associate/Deputy Deans (Education)  
Associate Deans (Graduate Research)

## 3. Tagged awards

- 3.1. A tagged course or award title is where the title includes a generic area of study followed by a specific area of study within brackets.
- 3.2. There are no tagged undergraduate course or award titles except where accreditation or local regulatory requirements make it essential.
- 3.3. Tagged course and award titles may occasionally be used within the same master's course to indicate variations on the same specialisation.

Example: Master of Advanced Civil Engineering (Transport)

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## 4. Collaborative arrangements with external partners



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- 4.1. For collaborative courses with external partners, the course title includes a descriptor in brackets. The descriptor will indicate the type of collaborative arrangement (i.e.: dual, double or joint award) and the name of the external partner.
- 4.2. The course abbreviation will include an abbreviation of the descriptor in brackets.  
Example: The course Master of Journalism (Double Masters with University of Warwick) has the course abbreviation MJourn(DbleWarwick)

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## 5. Exemptions

- 5.1. Exemptions to nomenclature requirements will be considered on a case-by-case basis by the Coursework Admissions and Programs Committee (for coursework courses) or the Graduate Research Committee (for graduate research courses). The following will be taken into consideration:
- life expectancy of the value of the award title;
  - professional and industry standards;
  - whether the purpose of the course or award is highly specialised;
  - comparability with peer institutions;
  - regulatory requirements at the location where the course is to be offered.

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<b>Responsibility for implementation</b>	Provost Vice-Provost (Education Programs) Vice-Provost (Learning and Teaching) Vice-Provost (Graduate Education) Academic Board Deans Associate/Deputy Deans (Education) Associate Deans (Graduate Research) Heads of schools/departments
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<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Academic Board</p> <p><b>Meeting:</b> 1/17</p> <p><b>Date:</b> 27 Feb 2017</p> <p><b>Agenda item:</b> 12.3</p>
<b>Definitions</b>	<p><b>Award:</b> for the purposes of these procedures, 'award' means a degree and other award of the University.</p> <p><b>Post-nominals:</b> are letters placed after a person's name to indicate that the individual holds an academic qualification or a membership of an organisation.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Higher Education Standards Framework (Threshold Standards) 2011</a> (current until end of December 2016)</p> <p><a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a> (effective from 1 January 2017)</p>
<b>Related Policies</b>	<p><a href="#">Academic Transcript Policy</a></p> <p><a href="#">Australian Higher Education Graduation Statement (AHEGS) Policy</a></p>
<b>Related Documents</b>	<p>Guidelines/website about post-nominals (development of guidelines/website still to be confirmed)</p> <p><a href="#">AQF Qualifications Issuance Policy</a></p> <p><a href="#">Addendum No.2 to the AQF Second Edition January 2013: Amended Qualification Type: AQF Issuance Policy, Masters Degree (Extended)</a></p>