

## Course Nomenclature

**Commencement date:** 27 July 2007

### 1. Purpose

The purpose of this policy is to simplify and define Curtin's course and award titles and to ensure that they conform to the Australian Qualifications Framework.

### 2. Application

This policy applies to all courses offered by Curtin for onshore and offshore use, including courses delivered through Open Universities Australia. This policy excludes those courses offered by VTEC. The policy explains the difference between course and award titles and may provide guidelines for publications.

### 3. Definitions

See Appendix A.

### 4. Nomenclature Principles

4.1 Course nomenclature should be: readily recognisable by prospective students, employers and other stakeholders; unambiguous in terms of level and professional orientation; and consistent with nomenclature which has national and international acceptance

4.2 Nomenclature should generally conform to the following format:

- The course title consists of the level of the degree which appears initially (eg Bachelor of), followed by an indication of the discipline or area of study (eg Science).
- The award title may include a secondary descriptor to follow in brackets which indicates the discipline or major. For example:
  - Bachelor of Arts (Media and Information)
  - Bachelor of Science (Occupational Therapy)
  - Bachelor of Commerce (Accounting)

4.3 Broad generic course titles are used where possible unless a national or international accrediting body requires that the course is specifically titled.

### 4. Associate Degrees

4.1 Associate Degree courses will be named according to the bachelor degree into which they articulate.

The list of Curtin's approved Associate Degrees are:

- *Associate Degree in Agribusiness*
- *Associate Degree in Dental Hygiene*
- *Associate Degree in Indigenous Community Health*
- *Associate Degree in Indigenous Community Management and Development*
- *Associate Degree in Medical Laboratory Techniques*
- *Associate Degree in Mine Technology*
- *Associate Degree in School Dental Therapy*
- *Associate Degree in Viticulture*

4.2 The award title that will appear on the students' testamur for associate degrees will include:

- the course title, eg, *Associate Degree in Agribusiness*
- or

- where there is a choice of specialisation, the course title and specialisation, eg, *Associate Degree in Mine Technology (Geoscience)* or *Associate Degree in Mine Technology (Mine Surveying)*

## 5. Bachelor Degrees

- 5.1 Generic course titles are used at the Bachelor Degree level (including Bachelor Graduate Entry Degrees) unless a national or international accrediting body requires that the course is specifically titled.

The list of Curtin's generic approved bachelor degree titles are:

- Bachelor of Applied Science
- Bachelor of Science
- Bachelor of Arts
- Bachelor of Business Administration
- Bachelor of Commerce
- Bachelor of Education
- Bachelor of Engineering
- Bachelor of Social Science

Approved exceptions for accreditation requirements are:

- Bachelor of Agribusiness
- Bachelor of Pharmacy
- Bachelor of Psychology
- Bachelor of Social Work
- Bachelor of Technology

- 5.2 The award title that will appear on the student's testamur for bachelor degrees will include:
- the course title, eg, *Bachelor of Commerce*
  - or
  - where there is a choice of major(s), the course title and major(s), eg, *Bachelor of Commerce (Economics)* or *Bachelor of Commerce (Accounting and Business Law)*.

## 6. Bachelor Double Degrees

- 6.1 Single Bachelor Degree nomenclature will be used for Double Degrees.

The list of Curtin's generic approved bachelor double degree titles are:

- Bachelor of Arts and Bachelor of Social Science
- Bachelor of Commerce and Bachelor of Arts
- Bachelor of Commerce and Bachelor of Education
- Bachelor of Commerce and Bachelor of Engineering
- Bachelor of Commerce and Bachelor of Social Science
- Bachelor of Engineering and Bachelor of Arts
- Bachelor of Engineering and Bachelor of Education

- Bachelor of Engineering and Bachelor of Science
- Bachelor of Engineering and Bachelor of Social Science
- Bachelor of Science and Bachelor of Arts
- Bachelor of Science and Bachelor of Education
- Bachelor of Science and Bachelor of Social Science

An approved exception is:

- Bachelor of Science, Bachelor of Science with double degree majors in 'Nutrition and Food Science' and 'Health Promotion'
- Bachelor of Arts, Bachelor of Arts with double degree majors in 'Communication and Cultural Studies' and 'Media and Information'; 'Languages and Asian Culture' and 'Art'.

6.2 The award title that will appear on the student's testamurs for bachelor double degrees will include:

- the course title and double degree major studied  
*eg, Testamur 1. Bachelor of Engineering (Electronic and Communication Engineering) and Testamur 2. Bachelor of Science (Computer Science)*

## 7. Bachelor Honours Degrees

7.1 The single Bachelor Degree nomenclature shall be used for a Bachelor Honours Degree, *eg Bachelor of Science (Honours) or Bachelor of Arts (Media, Society and Culture) (Honours)*

7.2 The award title that will appear on the student's testamur for bachelor honours degrees will include:

- the award title followed by honours descriptor in brackets, *eg, Bachelor of Science (Physics)(Honours) Class of Honours*  
or
- where there is a choice of major, the course title and major, *eg, Bachelor of Arts (Cultural Studies)(Honours) First Class Honours or Bachelor of Arts (Journalism) (Honours). Second Class Honours*

7.3 Single Bachelor Degree nomenclature shall be used for courses with performance based honours, *eg Bachelor of Engineering (Chemical Engineering)*

7.4 The award title that will appear on the student's testamur for Bachelor Degrees with performance based honours will include:

- the award title followed by 'with Honours', *eg, Bachelor of Science with Honours*  
or
- where there is a choice of major, the award title and major followed by 'with Honours', *eg, Bachelor of Engineering (Chemical Engineering) with Honours*

## 8. Graduate Certificates

8.1 Specific course titles will be used for graduate certificates, *eg, Graduate Certificate in Indigenous Studies.*

8.2 The award title that will appear on the student's testamur for a graduate certificate will include:

- the course title and where there is a choice of specialisation, the course title and specialisation, eg, *Graduate Certificate in Business (Leadership and Management)* or *Graduate Certificate in Business (Procurement)*.

## 9. Graduate Diplomas (New Area)

9.1 Specific course titles will be used for graduate diplomas, eg, Graduate Diploma in Building Surveying.

9.2 The award title that will appear on the student's testamur for a graduate diploma will include:

- the course title, eg, *Graduate Diploma in Building Surveying*  
or
- where the course has a generic title and there is a choice of specialisation, the course title and specialisation, eg, *the Graduate Diploma in Education (Secondary Education)*

## 10. Postgraduate Diplomas (Graduate Diploma in an Area Previously Studied)

10.1 Specific course titles will be used for postgraduate diplomas, eg, Postgraduate Diploma in Building Surveying.

10.2 The award title that will appear on the student's testamur for a postgraduate diploma will include:

- the course title, eg, *Postgraduate Diploma in Building Surveying*  
or
- where the course has a generic title and there is a choice of specialisation, the course title and specialisation, eg, *the Postgraduate Diploma in Education (Secondary Education)*

## 11. Master by Coursework Degrees

11.1 Generic course titles will be used for master by coursework degrees, eg, Master of Science (Geophysics).

11.2 The award title that will appear on the student's testamur for a master by coursework degree:

- the course title, eg, *Master of Science (Geophysics)*  
or
- where the course has a generic title and there is a choice of specialisation, the course title and specialisation, eg, *Master of Psychology (Clinical Psychology)* or *Master of Psychology (Counselling Psychology)*

## 12. Master by Research Degrees

12.1 The course title for master by research degrees is Master of Philosophy.

12.2 The award title that will appear on the student's testamur for a master by research degree:

- includes the field of education descriptor in brackets eg, *Master of Philosophy (Occupational Therapy)*

**13. Professional Doctorates**

- 13.1 Specific course titles will be used for professional doctorates, eg, *Doctor of Science Education*
- 13.2 The award title that will appear on the student's testamur for a professional doctorate is:
- the course title eg, *Doctor of Science Education*

**14. Doctor of Philosophy**

- 14.1 The course title for a Doctor of Philosophy is the Doctor of Philosophy (PhD)  
An approved exception is:
- Doctor of Philosophy (Supplication)
- 14.2 The award title that will appear on the student's testamur for a Doctor of Philosophy is:
- the course title, eg *Doctor of Philosophy*
- 14.3 The student's academic transcript will carry the student's thesis statement.

**15. Higher Doctorate**

- 15.1 Curtin has two higher doctorates:  
Doctor of Science  
Doctor of Letters
- 15.2 The award title that will appear on the student's testamur for a higher doctorate is the course title eg.: *Doctor of Science*
- 15.3 The student's academic transcript will carry the student's thesis statement.

**List of Schedules (delete if not required)**

The following Schedules are attached to this policy:  
Schedule A – List of Definitions

**Approval Authority**

This policy and its schedules may only be amended with the approval of the Academic Board.

**Review Date: 27 July 2010**

**Contact and Area Responsible:** *Director, Learning Support Network*

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**REVISION HISTORY:**

<b>Revision Ref. No.</b>	<b>Approved/ Rescinded</b>	<b>Date</b>	<b>Committee/ Board</b>	<b>Resolution Number</b>	<b>Document Reference</b>
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### **Associate Degree**

An associate degree is a course that articulates toward a bachelor degree. It will vary in breadth and depth according to whether it is a single or multi-disciplinary program but will be taken to sufficient depth to provide a basis for full articulation with a relevant bachelor degree. It provides a broad based point of entry to employment, in particular in a range of associate professional occupations, and an introduction to the foundations of a discipline or across several disciplines. (From AQF Guidelines)

### **Award Course**

A structured combination of approved units which when completed qualifies the student for an award from the University.

### **Award title**

The title that a student will graduate with on completion of their award course, this title is normally made up of the course title and major(s) undertaken. The award title is recorded on the testamur and academic transcript.

### **Bachelor Degree**

A three year program, or a four year (professional) degree which equips students with the practical skills and techniques necessary to apply their skills effectively in a professional context. The course content is taken to a significant depth and progressively develops to a high level which provides a basis for postgraduate study and professional careers.

A graduate of a Bachelor degree is eligible to apply to a relevant Graduate Certificate, Graduate Diploma and a Masters Degree (by coursework). In some circumstances a period of professional experience may be required for admission to these postgraduate programs. (summarised from AQF Guidelines)

### **Bachelor Double Degree**

The combined or double degree allows students particular combinations of subjects from the two degrees and to graduate with both degrees in a shorter time than required to complete both degrees independently.

A graduate of a Bachelor Double Degree is eligible to apply to a relevant Graduate Certificate, Graduate Diploma and a Masters Degree (by coursework), in some circumstances a period of professional experience may be required for admission to these postgraduate programs.. (From AQF Guidelines)

### **Bachelor Graduate Entry**

This is a minimum of two years in duration and is specifically designed on the assumption of graduate entry, sometimes in the specified discipline, often as a shorter alternative to the standard four year (or longer) degree for initial professional preparation. (From AQF Guidelines)

### **Bachelor Honours Degree**

The Bachelor Honours degree may be undertaken by students who demonstrate a high level of achievement at an earlier stage in the undergraduate degree program, and involves some research preparation. In the case of the three year degree, the Bachelor Honours degree requires the completion of an additional year or its equivalent.

A graduate from a Bachelor Honours degree may also be eligible for entry to a Doctoral degree program, providing that the candidate has demonstrated potential to undertake work at this level.

For degrees of four (or more) years, see Performance Based Honours.

### **Course Title**

The University encourages generic course titles (and the use of majors), however course titles may be specific if required for accreditation purposes. This title (if generic) is

normally used to form part of the course award title that is printed on the student's testamur. See the Award Titles definition for further information.

### **Doctorate (Professional)**

The professional doctorate is usually entered from a combined research and coursework Masters degree, a Bachelor Honours degree (First or Second Class, upper division) or equivalent and requires significant professional practice either prior to and/or as part of the program, which may be undertaken through varying combinations of coursework and research.

### **Doctor of Philosophy**

The research Doctor of Philosophy is usually entered from a research or part-research Master degree or a Bachelor Honours degree (First or Second Class, upper division) and is primarily achieved through supervised research.

Because candidates hold a range of relevant skills and knowledge, the duration of programs varies. A typical research doctoral program would be expected to require the equivalent of three to four years of full-time work. (From AQF)

### **Graduate Certificate**

Prospective students typically hold the equivalent of a Bachelor Degree or an Advanced Diploma and are expected to demonstrate potential to undertake work at this level. In some circumstances relevant prior work can be recognised, particularly where relevant professional practice has been undertaken. The duration of these programs are six months of full-time study. (From AQF)

### **Graduate Diploma (Area Previously Studied)**

These graduate diplomas are sometimes referred to as postgraduate diplomas. These courses are for those students who have completed undergraduate studies in the particular discipline, and are furthering their studies in the same discipline at postgraduate level.

### **Graduate Diploma (New Area)**

These graduate diplomas are for students who may have completed their undergraduate study in an unrelated area to the discipline that the student is undertaking their graduate studies.

### **Higher Doctorate**

The higher doctorate is awarded to candidates usually possessing a doctoral degree on the basis of an internationally-recognised original contribution to knowledge rather than supervised candidature, often in the context of a substantial association with the conferring institution.

### **Major**

A series of units combined to satisfy the University's requirements in an area of specialisation and includes at least two units at final year level. Single majors should be made up of a minimum of 200 Credits. Majors appear in the award title on the student's testamur.

### **Master Degree (by Coursework) (including Professional)**

The typical Coursework Masters degree comprises coursework, project work and research in varying combinations and may be entered from a Bachelor degree, a Bachelor Honours degree or a Graduate Diploma. Coursework Master degrees are often structured in a three to four semester nested arrangement with the Graduate Certificate (one semester), Graduate Diploma (a further semester) and a Master degree (a further two semesters). Coursework Master Degrees can be made of at least two thirds coursework and should be no more than one third research. (From AQF)

A professional Coursework Master degree program may involve a work-based project specifically designed for entry on the basis of a relevant qualification and professional experience or extensive relevant professional experience.

Because of the range of entry pathways and methodologies the duration of Master degree programs varies. However, most require the equivalent of two years of study post the three year Bachelor degree or one year of study post the Bachelor Honours degree or four year (or longer) Bachelor degree.

**Master by Research Degree**

Comprises at least two thirds research with a substantial, often externally assessed thesis outcome, entered from a Bachelor Honours degree or Masters preliminary year, or equivalent research experience. (From AQF)

**Non Award Course**

This is a program of study which does not lead to a formal award. It may comprise a unit or units of study from an award course and may be counted as credit towards an award course in some cases.

**Performance Based Honours**

A degree made up of four (or more) years, where 'honours' is awarded on the basis of performance in the degree as a whole. (From AQF)

**Postgraduate Diploma**

See Graduate Diploma (Area Previously Studied)

**Specialisation**

A series of units combined to satisfy the University's requirements in an area of specialisation within graduate courses. The specialisation appears in the award title (similar to that of a major).

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