



Version	Approved by	Approval date	Effective date	Next full review
1.0	President and Vice-Chancellor	5 December 2019	1 January 2020	January 2023
<b>Procedure Statement</b>				
<b>Purpose</b>	This Procedure sets out principles and requirements for the naming of programs and awards to ensure there is standardisation, clarity and consistency in award nomenclature.			
<b>Scope</b>	The Procedure applies to all award programs leading to an AQF qualification, and to specialisations and courses.			
<b>Are Local Documents on this subject permitted?</b>	<input checked="" type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document			<input type="checkbox"/> No
<b>Procedure Processes and Actions</b>				

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## 1. Overview

UNSW provides programs of study that lead to the conferral of awards (the AQF qualification) on graduates on completion of the requirements for that award. This Procedure specifies the naming conventions for the award title, program name and academic offerings within that award so that nomenclature is:

- readily recognisable by prospective students, students, employers and other stakeholders and avoids misunderstanding or misinterpretation,
- consistent with names that have national and international acceptance, including recognition by industry or community,
- clearly distinguishes between awards and programs in the Faculty and University portfolio of awards and avoids unnecessary overlap or ambiguity, and
- complies with the Australian Qualifications Framework (AQF).

When determining the award title and program name, consideration may also need to be given to requirements for the qualification by a professional body.

## 2. Approval of award titles and program names

Award titles, award title abbreviations and descriptors are approved by the Academic Board consistent with this Procedure and the Australian Qualifications Framework (AQF). Examples of AQF qualification types are listed in [Table 1](#). Approved UNSW descriptors are listed in [Tables 2](#) and [3](#).

Program names are approved by the Academic Board as part of the program approval process, in accordance with the *Academic Offerings Approval Procedure*. Any additional descriptors must be explicitly approved by Academic Board either prior to or in parallel with a proposal for an individual award name.

Where the award title for an existing program is proposed to be revised, staff should contact Academic Administration for advice. Generally, this requires that the existing offering be closed and be replaced by the introduction of a new program in order to effectively manage transition arrangement for students.

## 3. Award Titles

### 3.1. Rules for determining award titles

Award titles must:

- be consistent with the AQF which requires that the order and form of the title used for more than one qualification of the same or a different type offered simultaneously will unambiguously represent what the graduate has achieved (see <http://www.aqf.edu.au/>)
- be directly and meaningfully related to the field of study
- be consistent with names that have national and international acceptance, including recognition by industry or community
- reflect accreditation or professional body requirements.

Award titles will contain the qualification title and field of study and may include a descriptor.

**The qualification title** is the nomenclature used for an AQF qualification that denotes the type and level. The qualification title should be followed by a field of study preceded by 'of' for bachelors, masters and doctoral degrees or 'in' for diplomas, advanced diplomas, associate degrees, graduate certificates and graduate diplomas. In some cases, the qualification title may follow the field of study where this is approved under the AQF (for example, Juris Doctor).

**The field of study** indicates the main disciplinary focus of the award. Ideally the field of study will be expressed broadly. Where broad discipline nomenclature does not accommodate or appropriately reflect the objectives of a program, faculties may seek approval to use specific discipline titles. The field of study:

- is typically limited to three words (excluding 'and'). Longer titles are subject to approval and typically these would be highly specialised or multi-disciplinary.
- two closely related areas are linked by 'and' (as opposed to '&').
- 'the' and 'in' cannot be used.

**The descriptor** is a bracketed, high level term that follows the field of study. It is used to distinguish a program from other cognate programs at UNSW or in the wider sector and/or to indicate the purpose of the program. Some descriptors have been approved for use in award titles more generally, such as (Honours) for AQF Level 8 Honours programs. These descriptors are currently (Honours), (Research), (Advanced), (Co-op), (International), (Specialised), (Executive) and (Extension). Others have been approved for use in the award title for a particular program only and cannot be used otherwise without specific approval. Approval by the Academic Board is required for all presently non-approved descriptors, whether for general or specific use.

### 3.2. Considerations relating to AQF levels 8-9 and qualification types

The award title for AQF Level 8 Bachelor Honours Degree program will include the formal title followed by the honours descriptor '(Honours)', and, if appropriate, followed by the field/major or sub-discipline.

Where Masters, Graduate Diploma and Graduate Certificates are offered as an articulated suite, award titles must be consistent across the suite, except where there is a significant difference or focus in content in programs in the suite. For example, Graduate Certificate in Cultural Leadership and the

Graduate Diploma in Cultural Leadership, which are both articulated with the Master of Curating and Cultural Leadership.

AQF Level 9 Masters (Extended) qualifications, can use the title 'Doctor of' only where approved by the AQF Council prior to approval by the Academic Board.

Award titles must clearly differentiate research from coursework awards. AQF Level 9 Masters (Research), other than the Master of Philosophy, will include bracketed word (Research) after the title or name where they meet the government definition of a higher degree research program.

### 3.3. Award title abbreviations (post-nominals)

Award title abbreviations will clearly, correctly and unambiguously reflect the components of the corresponding award title, with the exception of where there is an accepted discipline or industry standard for the abbreviation e.g. LLB.

An award title abbreviation must be limited to 20 characters in total, be consistent with University conventions and should be as succinct as possible but still convey meaning.

A single letter abbreviation is used for a word where that letter is widely known as the abbreviation in that context e.g. A for Arts. In instances where the single letter is not appropriate and meaning cannot be conveyed, a longer abbreviation (or whole word if necessary) is used. The abbreviation must give sufficient information to be unambiguous e.g. Engineering abbreviated to Eng and English abbreviated to Engl. The same abbreviation will not be used for unrelated disciplines and multiple abbreviations for the one discipline/field of study must not be used.

An abbreviation appears as a single set of letters without spaces or punctuation. A mixture of upper and lower case should be used to demark the individual words within the award title. Words that are not capitalised in the award title are not included in the award abbreviation, unless it is necessary for clarity. There is no space between the level of award and the descriptor, for example, BEngSc.

'And' should be represented by an ampersand (&) not by the text 'and'. Award abbreviations will include parentheses where a descriptor forms part of the approved award title. Dashes and other delimiting characters may not be used.

**Table 1: Examples of award titles and award title abbreviations by AQF level and qualification type**

AQF Level & Qualification Type	Award title	Abbreviation	Examples
10 Doctoral	Doctor of Philosophy	PhD	Doctor of Philosophy - PhD
	Doctor of <i>field of study</i> (with reference to professional field),	D	Doctor of Systems Engineering - DSystemEng Doctor of Public Health - DPH
9 Masters (Research)	Master of Philosophy	MPhil	Master of Philosophy - MPhil
	Master of <i>broad field</i> (Research)	M(Res)	Master of Science (Research) - MSc(Res) Master of Laws (Research) - LLM(Res)
9 Masters (Extended)	Doctor of <i>field of study</i>	D	Doctor of Medicine - MD Juris Doctor - JD
9 Masters (Coursework)	Master of <i>field of study</i>	M	Master of Public Relations and Advertising - MPRA Master of Arts (Extension) - MA(Extn) Master of City Analytics (Extension) - MCA(Extn)
8 Graduate Diploma	Graduate Diploma in <i>field of study</i>	GDip	Graduate Diploma in Arts - GDipA Graduate Diploma in Science (Research) - GDipSc(Res)
8 Graduate Certificate	Graduate Certificate in <i>field of study</i>	GCert	Graduate Certificate in Design - GCertDes
8 Bachelor Honours Degree	Bachelor of <i>field of study</i> (Honours)	B (Hons)	Bachelor of Engineering (Honours)
7 Bachelor Degree	Bachelor of <i>field of study</i>	B	Bachelor of Architecture - BArch
6 Associate Degree 6 Advanced Diploma	Associate Degree in <i>field of study</i> Advanced Diploma in <i>field of study</i>	AssocDeg AdvDip	
5 Diploma	Diploma in <i>field of study</i>	Dip	Diploma in Science - DipSc

**Table 2: UNSW currently approved general descriptors, that can be used in award titles, where appropriate**

Descriptor	Award where it can be used	Abbreviation	Examples
(Advanced)	7 Bachelor Degree 8 Bachelor Honours Degree	(Adv)	Bachelor of Science (Advanced Mathematics) (Honours)
(Co-op)	7 Bachelor Degree 8 Bachelor Honours Degree	(Co-op)	Bachelor of Commerce (Co-op) - BCom(Co-op) Bachelor of Commerce (Co-op) (Honours) - BCom(Co-op)(Hons)
(Extension)	9 Masters (Coursework)	(Extn)	Master of Commerce (Extension) - MCom(Extn)
(Honours)	8 Bachelor Honours Degree	(Hons)	Bachelor of Architectural Studies (Honours)
(International)	7 Bachelor Degree 9 Masters (Coursework)	(Intl)	Bachelor of Commerce (International) Master of Public Health (International) - MPH(Intl)
(Professional)	9 Masters (Coursework)	(Prof)	
(Research)	8 Graduate Diploma 9 Masters (Research)	(Res)	Graduate Diploma (Research) Master of Laws (Research)
(Specialised)	9 Masters (Coursework)	(Spec)	Master of Business Administration (Specialised) – MBA(Spec)

**Table 3: UNSW currently approved descriptors, with the permitted use**

Descriptor	Abbreviation	Award title where it can be used
(Clinical)	(Clin)	Master of Psychology (Clinical)
(Executive)	(Exec)	Master of Business Administration (Executive)
(Forensic)	(For)	Master of Psychology (Forensic)

## 4. Program, specialisation and course names

### 4.1. Program names

Each program will also have a program name which will typically be aligned with the award title. However, Faculties may request that the Academic Board approve the use of a different program name from an award title where, for example, there is a need to distinguish between two or more programs which lead to the same Award. For example, Sustainable Development (Sydney) and Sustainable Development (Singapore).

Where there are legitimate reasons for programs to have the same or similar names and/or fields, they must be clearly differentiated through inclusion of clarifying text in program documentation, including the academic information management system, the Handbook, and on the AHEGS.

Where two programs are combined to form a double degree program, the order of the names will comply with existing naming precedents. Advice should be sought from Academic Administration.

### 4.2. Specialisation names

Majors and postgraduate specialisations will:

- not form part of the award title
- be recognised on the testamur, transcript and AHEGS as follows, for example Bachelor of Arts with a major in History.

Minors will be listed on academic transcripts. Minors are not listed on the testamur. The following grammatical rules apply to the naming of specialisations:

- title case only
- will use 'and' and not the abbreviated '&'

- will not use full stops, abbreviations or acronyms (unless where they are in common usage or the name of a school)

### 4.3. Course names

Courses require:

- a course identifier. This identifier is comprised of a subject area prefix and a 4-digit number. ie BABS1201
- a formal name. The formal name appears on a student’s final academic transcript.
- a short name. The short name is a 30-character limited name that appears to students and staff in myUNSW and reports generated from the Student Information Management System (SIMS). This short name should reflect and be consistent with the formal name as far as is practical within the character limitation.

The following grammatical rules apply to formal course names:

- title case only
- will use ‘and’ and not the abbreviated ‘&’
- will not use full stops, abbreviations or acronyms (unless where they are in common usage or the name of a school)
- Part-Time and Full-Time will be written as such (not P/T or part time or Part Time or part-time)
- administrative courses for credit transfer will be identified in the name (for example ‘6 Units of Credit Upper Level English’).

Subject area prefixes are approved by Academic Administration. To request a new subject area prefix staff should contact Academic Administration with a rationale that outlines why existing prefixes cannot be used. When approving course prefixes, Academic Administration will take into account the following factors:

- tuition fees
- academic rules and pre-requisites
- limiting proliferation
- sustainability
- recognisability
- organisational structures.

<b>Accountabilities</b>	
<b>Responsible Officer</b>	Deputy Vice-Chancellor Academic
<b>Contact Officer</b>	Head of Academic Administration Director of Graduate Research School
<b>Supporting Information</b>	
<b>Legislative Compliance</b>	This Procedure supports the University’s compliance with the following legislation: <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a> (Cth) <a href="#">Higher Education Support Act 2003</a> (Cth) <a href="#">Tertiary Education Quality and Standards Agency Act 2011</a> (Cth)
<b>Parent Document (Policy)</b>	<a href="#">Academic Offerings Governance Policy</a>
<b>Supporting Documents</b>	Nil

<b>Related Documents</b>	<p>Academic Offerings Approval Procedure (in development)</p> <p><a href="#">Academic Offerings Review Procedure</a></p> <p><a href="#">Admission to Higher Degree Research Programs Procedure</a></p> <p><a href="#">Education Quality Policy</a></p> <p><a href="#">Education Quality Procedure</a></p> <p><a href="#">Higher Degree Research Admissions and Pathways Guideline</a></p> <p><a href="#">Program Design and Delivery Policy</a></p> <p><a href="#">Program Design Procedure</a></p> <p><a href="#">Program Delivery Procedure</a></p> <p><a href="#">Work Integrated Learning Procedure</a></p>
<b>Superseded Documents</b>	Nil
<b>File Number</b>	2019/40186
<b>Definitions and Acronyms</b>	
<b>Academic offering</b>	A program, double degree award program, specialisation or course.
<b>Advanced</b>	The UNSW descriptor for an award, used where another version of the program also exists, and where the award provides increased breadth of study.
<b>AHEGS</b>	Australian Higher Education Graduation Statement
<b>AQF</b>	Australian Qualifications Framework
<b>Award</b>	A degree, diploma or certificate conferred following completion of an award program. It provides official recognition of successful completion of that program and carries the official seal of the University.
<b>Award title</b>	The name of the award. It contains the qualification title and field of study and may include a descriptor.
<b>Course</b>	A planned and structured sequence of learning and teaching, normally over one teaching period in duration that allows a student to gain knowledge, skills and understanding in relation to an agreed set of learning outcomes.
<b>Degree</b>	A formal award or qualification awarded on completion of a Bachelor, Masters or Doctoral program of study (eg Bachelor of Engineering, Master of Arts, or PhD).
<b>Descriptor</b>	A generic, high level term that may apply to a range of programs.
<b>Field of study</b>	The main disciplinary focus of the award. It may be expressed broadly or explicitly as a discipline (or a defined branch of study or learning).
<b>Major</b>	A specified sequence of study in a discipline or sub-discipline area within a program. Majors require students to take an approved set of courses at different levels and units of credit. In postgraduate programs, the term specialisation is used instead of major. In some programs more than one major may be completed.
<b>Masters (Extension)</b>	The UNSW descriptor for a Masters award, used where a shorter version of the program also exists, and where the award provides increased breadth of study.
<b>Minor</b>	A specified sequence of study within a discipline or sub-discipline, smaller in size and scope than a major.

<b>Program</b>	An approved set of requirements, courses and/or supervised research into which a student is admitted. In some cases, this will lead to an award of UNSW.			
<b>Program name</b>	The name which is used to identify a program in UNSW systems and publications. It is typically aligned with the award title.			
<b>Qualification</b>	See <i>Award</i> .			
<b>Qualification title</b>	The nomenclature used for an AQF qualification that denotes the type and level.			
<b>Specialisation</b>	The umbrella term for the defined area of disciplinary study. In undergraduate programs, they are referred to as majors and minors. In postgraduate coursework program they are referred to as specialisations. See <i>Major</i> and <i>Minor</i> .			
<b>Revision History</b>				
<b>Version</b>	<b>Approved by</b>	<b>Approval date</b>	<b>Effective date</b>	<b>Sections modified</b>
1.0	President and Vice-Chancellor	5 December 2019	1 January 2020	New document