

Majors and Minors in Bachelor Degrees Policy

Section 1 - Background and Purpose

(1) Bachelor degree courses offered by the University provide students the opportunity to concentrate their studies in one or more discipline areas by taking an appropriate number of credit points from specific individual areas. Concentrations may take the form of Majors or Minors.

(2) The purpose of this Policy is to establish standard terminology for significant groupings of subjects and to prescribe the requirements for Majors and Minors in Bachelor degrees.

Section 2 - Scope

(3) Applies to:

- a. all campuses
- b. all Bachelor degree courses
- c. all Bachelor degree students
- d. all staff involved in the teaching or administration of Bachelor degree courses

Section 3 - Policy Statement

(4) Majors and Minors within each course must be defined and approved as part of the University course accreditation process.

(5) Every Bachelor degree course must have at least one Major. For four year Bachelor degree courses the following may be regarded as minimum prescriptions.

(6) A Major comprises 120 credit points and a Minor comprises 60 credit points.

- a. The Major will include 45 or more credit points at third-year level.
- b. A Minor will include no fewer than 15 credit points at third-year level.
- c. A student may include two Majors and/or a combination of Major and Minors within a degree.

(7) Any individual subject may normally count towards only one Major or Minor. For example, where the same subject is included in two different Majors, a student undertaking these as a double Major must be offered a suitable alternative to ensure that each Major contains 120 credit points.

Professional and Specialist Courses

(8) Are exempt from this Policy.

Nomenclature for Other Subject Sequences

(9) The University does not recognise subject grouping nomenclature other than majors and minors. Examples of non-recognised nomenclature include sequences, sub-majors, streams, sub-minors.

Section 4 - Procedure

Establishment of Majors and Minors

(10) The establishment of Majors and Minors is part of the process of creating a new course. Any specific Majors and Minors should be included in the New Course Approval documentation.

Later Addition, Withdrawal or Amendment of Majors or Minors

(11) Majors or Minors may be added to, or withdrawn from, a course by way of the Course Revision Procedures. The Course Revision Procedures also apply to the restructure of Majors or Minors.

Confirmation of Completion of Majors and/or Minors

(12) At the time of identifying a student as a potential qualifier, the relevant course officer must identify what Majors and/or Minors the student will be entitled to on completion of the course.

Inclusion of Majors on Transcripts

(13) The Qualifications Issuance Procedures provide for the inclusion of approved Majors on academic transcripts. This will happen automatically, upon confirmation from the College that the Major(s) has been completed successfully. Minors are not included on transcripts.

Section 5 - Definitions

(14) For the purpose of this Policy and Procedure:

- a. Major: Where the subjects taken in a particular college defined sequence:
 - i. constitute 120 of the credit points required for the degree in which they are taken;
 - ii. form a coherent grouping of learning outcomes not necessarily drawn from a single discipline area; and
 - iii. satisfy any relevant design requirements prescribed by the Education Committee.
- b. Minor: Where the subjects taken in a particular college defined sequence:
 - i. constitute 60 of the credit points required for the degree; and
 - ii. satisfy any relevant design requirements prescribed by the Education Committee.
- c. Professional Courses: Those courses that are subject to external professional requirements.
- d. Specialist Course: A program of study leading to an award within a specialised area or discipline (eg Bachelor of International Relations).

Section 6 - Stakeholders

Responsibility for implementation – College Pro Vice-Chancellors; College General Managers; Heads of School; Course Coordinators.

Responsibility for monitoring implementation and compliance – Coursework Committee; Education Committee.

Status and Details

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