

# **Award Nomenclature Policy**

# **Section 1 - Key Information**

Policy Type and Approval Body	Academic - Academic Board
Accountable Executive - Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager - Policy	Director, Student Administration
Review Date	4 October 2027

## **Section 2 - Purpose**

- (1) This Policy outlines:
  - a. the broad requirements for the standard nomenclature to be used for all types of La Trobe University awards;
  - b. the nomenclature to be used for each course level in accordance with these requirements.
- (2) This Policy should be read in conjunction with:
  - a. the La Trobe Course Architecture;
  - b. the University's Qualifications Issuance Policy.

## **Section 3 - Scope**

- (3) This Policy applies to all award courses offered by La Trobe University.
- (4) Provisions for the certification of non-award courses are outlined in the **Short Courses Policy**.

## **Section 4 - Key Decisions**

Key Decisions	Role
Oversight of award nomenclature	Director, Student Administration

## **Section 5 - Policy Statement**

- (5) La Trobe University has approved standard nomenclature for all awards granted by the University. All award titles must be aligned with the requirements of the <u>Australian Qualifications Framework</u> and the <u>AQF Issuance Policy</u>. Other minor variations in nomenclature (such as in the use of 'with') may be approved by exception where required to meet the requirements of accrediting bodies.
- (6) Approved award titles are used in all official certification for those awards, including academic transcripts,

testamurs and Australian Higher Education Graduation Statements in accordance with the University's <u>Qualifications</u> <u>Issuance Policy</u>.

(7) Award titles for courses are approved by Academic Board as part of the course approval process, in accordance with this Policy and the <u>Course and Subject Management Policy</u>.

## **Section 6 - Procedures**

## Part A - Broad Nomenclature Requirements for all Awards

- (8) All award titles will reflect:
  - a. the level of the award, according to the level or equivalent level in the Australian Qualifications Framework; and
  - b. the broad field of study, discipline or generic area.

### **Use of Tags In Award Titles**

(9) For students who commenced a course from 2022 or who are enrolled in a course version effective from 2022 onwards, the following rules apply to the use of tags in award titles.

#### **Undergraduate Courses**

- (10) Where a student completes a cognate major or majors in an undergraduate course, the award title will include a tag that denotes the cognate major area or areas of study.
- (11) Where an undergraduate course does not offer a cognate major or a student completes an undergraduate course without undertaking a cognate major, the award title will not include a tag.

#### **Postgraduate Courses**

- (12) Where a student completes a cognate specialisation(s) in a postgraduate course, the award title will include a tag that denotes the chosen specialisation(s).
- (13) Where a postgraduate course does not offer a cognate specialisation or a student completes a postgraduate course without a cognate specialisation, the postgraduate award title will not include a tag.
- (14) In all other courses, with the exception of pre-2022 courses that included tags in the award title, the major or specialisation are not included in a tag in the award.

## Part B - Permitted Nomenclature by Course Level - AQF Awards

## **Sub-Degrees**

Permitted Forms	Examples
Undergraduate Certificate in/of* [discipline]	Undergraduate Certificate in Business Undergraduate Certificate in Arts
Diploma in/of* [discipline]	Diploma in Business Diploma of Arts
Associate Degree in [discipline]	Associate Degree in Network Technology

## **Bachelor Degrees: Courses with Cognate Major**

Permitted Forms	Examples
Bachelor of [field of study] (Cognate Major)	Bachelor of Business (Financial Planning)
Bachelor of [field of study] (Double Cognate major)	Bachelor of Business (Accounting and Marketing)

## **Bachelor Degrees: Courses Without Cognate Major**

Permitted Forms	Examples
Bachelor of [specialist descriptor]	Bachelor of Nursing

## **Honours Degrees (One Year Honours)**

#### For All Awards Commenced Prior to 2025

Permitted Forms	Examples
Bachelor of [field of study] (Honours)	Bachelor of Arts (Honours)

#### For All Awards Commencing From 2025

Permitted Forms	Examples
Bachelor of [field of study] (Honours) (Name of Field of Education*)	Bachelor of Arts (Honours) (Name of Field of Education*) Bachelor of Science (Honours) (Field of Education*) Bachelor of Health Sciences (Honours) (Field of Education*)

<sup>\*</sup>The relevant Field of Research code is allocated based on the research project and translated to the nearest Field of Education

## **Honours Degrees (Integrated)**

Permitted Forms	Examples
Bachelor of [field of study] with Honours	Bachelor of Agricultural Sciences with Honours
Bachelor of [field of study] (Honours) (Cognate Major)	Bachelor of Business (Honours) (Financial Planning)
Bachelor of [field of study] (Honours) (Double Cognate Major)	Bachelor of Business (Honours) (Accounting and Marketing)

## **Graduate Certificates and Diplomas**

Permitted Forms	Examples
Graduate Certificate in [specialisation]	Graduate Certificate in Financial Risk Management
Graduate Diploma in [field of study]	Graduate Diploma in Midwifery
Graduate Diploma in [field of study] (Cognate Specialisation)	Graduate Diploma in Nursing (Emergency Care)

## Master's Degrees by Coursework: Courses With Cognate Specialisation(s)

Permitted Forms	Examples
Master of [field of study] (Specialisation)	Master of Management (Supply Chain and Logistics) Master of Cybersecurity (Computer Science)

## Master's Degrees by Coursework: Courses Without Cognate Specialisation

Permitted Forms	Examples
Master of [field of study]	Master of Primary Teaching Master of Clinical Audiology

#### Master's Degrees by Research

Permitted Forms	Examples
Master of [specialisation] OR [field of study]	Master of Arts
Master of [nomenclature]	Master of Philosophy
Master of [specialisation] (Research)	Master of Social Work (Research)

### **Juris Doctor Degrees**

Permitted Forms	Examples
Juris Doctor (for Legal Practice only)	Juris Doctor

## **Professional Doctorate Degrees**

Permitted Forms	Examples
Doctor of [field of study]	Doctor of Nursing
Doctor of [field of study] (specialisation)	Doctor of Clinical Science (Family Therapy)

## **Doctor of Philosophy and Other Doctoral Degrees**

Permitted Forms	Examples
Doctor of [nomenclature]	Doctor of Philosophy

## **Higher Doctoral Degrees**

Permitted Forms	Examples
Doctor of [nomenclature]	Doctor of Laws Doctor of Letters Doctor of Science

## Part C - Permitted Nomenclature by Course Level - Non-AQF Awards

#### **Professional Certificates**

Permitted Forms	Examples
Professional Certificate in [specialisation]	Professional Certificate in Financial Risk Management

## **Section 7 - Definitions**

- (15) For the purposes of this Policy:
  - a. tag: the name of a cognate major or specialisation

# **Section 8 - Authority and Associated Information**

(16) This Policy is made under the La Trobe University Act 2009.

## **Status and Details**

Status	Current
Effective Date	4th October 2024
Review Date	4th October 2027
Approval Authority	Academic Board
Approval Date	4th October 2024
Expiry Date	Not Applicable
Responsible Manager - Policy	Rachel Cumberland Director, Student Administration
Enquiries Contact	Office of the Deputy Vice-Chancellor (Academic)