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, Academic Services
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, Academic Services

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 Australian Qualifications Framework and the AQF Issuance Policy. 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,

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

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

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

*in/of varies by course

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*)

*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)

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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

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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)

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