

Academic Awards

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1.0 Purpose

This procedure specifies the requirements to establish new academic awards and to make changes to existing academic awards. It also provides a framework for the naming of award and non-award programs.

2.0 Scope

This procedure should be read in conjunction with the *Academic Awards and Qualifications Policy* and *Graduations Procedure*. This procedure applies to award programs that lead to a qualification as described in the Australian Qualifications Framework (AQF), and to non-award programs.

The procedure does not apply to the granting of the Honorary Degree. Approval of these awards are governed by the *Honorary Degree Policy*.

3.0 Procedure

Griffith offers two categories of academic awards:

- Award programs which lead to an AQF qualification; and
- non-award programs.

New programs and changes to programs are approved according to the *Program Approval Procedure*. Program titles and award nomenclature are approved by Programs Committee.

3.1 Academic awards

The AQF level and qualification type is indicated in the program title according to the below table.

AQF LEVEL	QUALIFICATION TYPE	QUALIFICATION TITLE
10	Doctoral	Doctor of Philosophy
10	Doctoral	Doctor of <field of study> e.g., Medicine, Physiotherapy, Dentist
10	Higher Doctorate	Doctor of Philosophy by Prior Publication

AQF LEVEL	QUALIFICATION TYPE	QUALIFICATION TITLE
9	Masters (Extended)	Doctor of <field of study>
9	Masters (Research)	Master of Philosophy
9	Masters (Research) Masters (Coursework) Masters (Extended)	Master of <field of study>
8	Graduate Diploma	Graduate Diploma of <field of study>
8	Graduate Certificate	Graduate Certificate in <field of study>
8	Bachelor Honours Degree	Bachelor of <field of study> (Honours)
7	Bachelor Degree	Bachelor of <field of study>
6	Associate Degree	Associate Degree in <field of study>
6	Advanced Diploma	Advanced Diploma of <field of study>
5	Diploma	Diploma of <field of study>
5-7	Undergraduate Certificate ¹	Undergraduate Certificate in <field of study>
NIL	Non-award programs	Not applicable

In most instances the qualification title appears before the field of study/discipline. In a small number of instances, the reverse order may be used (e.g., Juris Doctor [JD]). Qualification titles may indicate that the qualification has been achieved through research by including 'Research' in the program title. This will apply where a minimum of two-thirds of the volume of learning is for research, research training and independent study.

The AQF allows some exceptions to the Award Descriptor for the Masters (Extended). Exceptions are medical practice, physiotherapy and dentistry. The qualification title and a statement that the qualification is an 'AQF Level 9 Masters Degree' will appear on relevant certification documents, in the University's information and promotional materials. The qualification should not be referred to as a Doctoral Degree in any written, oral or electronic information.

3.2 Program titles

A program title for an award program comprises the qualification type and the field of study. The award title is the same as the program title. Shortened forms and abbreviations of the program and award title may be used, in accordance with the *Academic Awards Schedule* by using the abbreviation for the qualification type and the field of study together.

¹ Undergraduate Certificate qualifications will not be issued after 30 June 2025. Undergraduate Certificates that have been issued prior to this date will be recognised as a valid AQF qualification.

A program title is selected with due consideration for:

- accurate representation of program content
- facilitation of promotion and marketing
- requirements of professional bodies
- consistency with nomenclature of similar degrees in other Australian universities.

The titles of non-award programs are not to use the qualification titles associated with the AQF.

3.3 Field of study

The University offers a range of programs, some of which cover broad fields of study, others that have a narrower focus or are sub-categories of the broad fields, and those which are highly specialised.

- **Broad titles:** represents the integration of a range of disciplines within an area of study. Programs using a broad title may include a variety of academic plans. The academic plans are not included in the award title. Majors will be listed on the testamur in accordance with the Academic Records Procedure. Examples include:
 - Arts
 - Business
 - Music
 - Science
- **Narrow titles:** represents programs with a distinct structure focused on a specialised area of study where this is included in the award title and on the testamur. The specialised area is appended to a broad program title as per the below examples:
 - Bachelor of Arts in Politics and Government
 - Bachelor of Science in Ecology and Conservation Biology
 - Bachelor of Music in Composition
 - Master of Arts in Public Sector Leadership
 - Master of Science in Public Health
- **Specific titles:** may be used for professional qualifications or to promote an area of specialisation from a broad program. Examples include:
 - Commerce
 - Dentistry
 - Education
 - Engineering
- **Law**
 - Medicine
 - Pharmacy
 - Physiotherapy
 - Psychology
 - Bachelor of Biomedical Science originally created from the Bachelor of Science
 - Bachelor of Marine Science originally created from the Bachelor of Environmental Science

3.4 Bachelor Honours Degree Titles

It is preferred that Bachelor honours degree program titles be limited to the broad title. Honours follows the title as below:

- Bachelor of Business (Honours)
- Bachelor of Medical Science (Honours).

If a narrow title is adopted, the additional appendices are to follow the (Honours). For example:

- Bachelor of Arts (Honours) in Asian and International Studies
- Bachelor of Music (Honours) in Composition.

3.5 Awarding the qualification 'with Distinction'

Bachelor degree programs and Masters (Coursework) and (Extended) may be awarded with Distinction. A qualification is awarded 'with Distinction' where a student achieves a minimum program Grade Point Average of 6.5 with no failed courses. Additional criteria may be included with the approval of Programs Committee.

The wording 'with Distinction' will not form part of the award title (refer to the *Academic Records Procedure*).

3.6 Awarding double degrees and vertical degrees

Double degree programs (Bachelor/Bachelor or Master/Master) require students to meet the requirements for two degrees at the same AQF level. Vertical degree programs (Bachelor/Masters) require students to meet the requirements for two degrees at different AQF levels. One or both degrees, if they meet the criteria, may be awarded with Distinction.

3.7 Non-award program titles

The University offers a range a non-award programs (refer to the *Program Attributes and Requirements Procedure*). Non-award program titles should not include references to the AQF.

3.8 Academic awards taken in collaboration with other institutions

Programs may be offered in collaboration with other institutions. This includes:

- **Joint Award of a Degree:** In this instance both institutions exercise their degree awarding powers.
- **Dual Badging:** The university awards the degree and the involvement of the partner institution is recognised on the testamur through inclusion of their corporate image. Where it has been agreed that the other institution is to exercise their degree awarding powers, the involvement of Griffith is recognised by inclusion of its corporate image on the testamur. This includes Joint Doctoral Degree Programs that are collaborative award programs where the content and delivery of the PhD program is designed by both institutions, as well as the assessment of learning outcomes and the requirements for awarding the qualification.
- **Recognition of Partnership:** The university awards the degree and the involvement of the other institution is recognised on the testamur through a statement such as "in association with". This includes Cotutelle Awards where a jointly supervised doctoral program is established for the benefit of an individual candidate's research project, and to strengthen research collaborations between two institutions.

Non-award programs offered in conjunction with a third party may be dual badged as above.

4.0 Definitions

Award program is an approved course of study that leads to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework and meets the corresponding specifications (including the levels criteria and qualification type descriptors).

AQF level demonstrates the relative complexity and/or depth of achievements and the autonomy required of graduates of AQF qualifications to demonstrate that achievement e.g. AQF level 1 has the lowest complexity and AQF Level 10 has the highest complexity.

AQF qualification is a completed University accredited program of learning that leads to formal certification that a graduate has achieved the learning outcomes as described in the AQF.

Australian Qualifications Framework 2013 (and updates) is the Australian Government policy for regulated qualifications. It defines the learning outcomes for each level of AQF and each qualification type.

Certification documentation is the set of official documentation (testamur and transcript) that accurately reflect the achievements of graduates, is authenticated and is secured against unauthorised modification through physical and/or electronic measures.

Field of study refers to the main focus of the qualification.

Non-award program is an approved course of study that does not lead to an award of the University. The non-award program may comprise courses normally taken as part of an award program but is a non-AQF qualification. Non-award programs include micro-credentials, continuing education, executive education, professional development, tertiary preparation, enabling, and English Language Intensive Courses for Overseas Students (ELICOS) programs.

Program is an approved course of study. A student is admitted to a program.

Qualification type describes each category of AQF qualification e.g. Associate Degree, Graduate Certificate, Masters Degree (Coursework). Each qualification type is defined by a descriptor expressed as learning outcomes.

5.0 Information

Title	Academic Awards Procedure
Document number	2023/0000367
Purpose	This procedure outlines the University's approach to the naming of its programs and awards. Nomenclature for programs and awards unambiguously identifies the qualification type, specifies the level of the award and includes the field of study.
Audience	Staff
Category	Academic
Subcategory	Learning and Teaching
Approval date	20 July 2023
Effective date	Trimester 1, 2024
Review date	2028
Policy advisor	Director, Student Credentials
Approving Authority	Academic Committee

6.0 Related Policy Documents and Supporting Documents

Australian
Government
Legislation and
Policy

[Australian Qualifications Framework 2013](#)
[Higher Education Standards Framework \(Threshold Standards\) 2021](#)
[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

Policy	<u>Academic Awards and Graduations Policy</u>
	<u>Program and Course Policy</u>
	<u>Higher Degree by Research Policy</u>
Procedure	<u>Academic Records Procedure</u>
	<u>Graduations Procedure</u>
	<u>Program Attributes and Requirements Procedure</u>
	<u>Qualifications Procedure</u>
Schedule	<u>Academic Awards Schedule</u>
Guideline	<u>Guidelines for Developing Coteutelle (Dual) and Joint Doctoral Degree Programs</u>