

# Program Attributes and Requirements

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## 1.0 Purpose

This procedure describes the general attributes and requirements of programs offered by Griffith University.

## 2.0 Scope

This procedure applies to all award programs and non-award programs configured in the University's curriculum management systems.

## 3.0 Procedure

Programs are configured in the University's curriculum management systems and published on the University's websites for recruitment and enrolment.

Students who are admitted to an award program, undertake study while enrolled in that program, and on successful completion of all program requirements, are eligible to be awarded the relevant qualification. Students who are admitted to a non-award program must satisfactorily complete the requirements of the program.

### 3.1 Program titles

A program title comprises the following elements:

- Qualification type and level of award; and
- Field of study.

Program titles are approved by Programs Committee.

### 3.2 Academic owner

A program has one academic owner. The academic owner must have arrangements in place to support the program management processes at the Group and/or School level. In some instances, a program may identify the academic group as the owner, through the use of the PeopleSoft Faculty code.

Each Program will have one Program Director, appointed by the Dean (Learning and Teaching). Where a program is offered on more than one campus there will be a single Program Director.

To ensure a coordinated and coherent approach to the offering of programs across multiple campuses, one or more Program Advisors may be appointed to assist the Program Director. A Program Advisor may also be appointed to assist a Program Director who is responsible for a cluster of double degrees. Where a program is multi-disciplinary in nature, or there are professional areas or areas of high specialisation within a program, Program Advisors may be appointed for each discipline to assist the Program Director.

A Program Advisors may be approved by the Dean (Learning and Teaching) as the Program Director's Standing Deputy to make student decisions in the Program Director's absence from the University.

Where more than one Group is involved (for example, double degrees) the appointment of the Program Director and Program Advisor should involve consultation between the relevant Deans' (Learning and Teaching).

When a Bachelor Honours degree forms part of a double degree with a Bachelor degree the Honours Program Director is to take the role of both Program Director and Honours Program Director.

### 3.3 Award qualifications

The University offers award programs at the following qualification levels in accordance with the Australian Qualifications Framework (AQF):

<b>Undergraduate Certificate (AQF Level 5-7)</b>	The Undergraduate Certificate is a program typically equivalent to six months of full-time study <sup>1</sup> .
<b>Diploma (AQF Level 5)</b>	The Diploma is a program typically equivalent to one to two years of full-time study.
<b>Advanced Diploma (AQF Level 6)</b>	The Advanced Diploma is a program typically equivalent to one and a half to two years of full-time study.
<b>Associate Degree (AQF Level 6)</b>	The Associate Degree is a program typically equivalent to two years of full-time study.
<b>Bachelor Degree (AQF Level 7)</b>	The Bachelor degree is a program typically equivalent to three or more years of full-time study.
<b>Bachelor Honours Degree (AQF Level 8)</b>	The Bachelor Honours degree is a program typically equivalent to one year of full-time study taken after the completion of a three year bachelor degree. A Bachelor Honours Degree may also be embedded in a Bachelor Degree as an additional year.
<b>Graduate Certificate (AQF Level 8)</b>	The Graduate Certificate is a program typically equivalent to half a year of full-time study.
<b>Graduate Diploma (AQF Level 8)</b>	The Graduate Diploma is a program typically equivalent to one to two years of full-time study.

<sup>1</sup> Undergraduate Certificate qualifications must not be issued after 30 June 2025

<b>Masters Degree (AQF Level 9)</b>	<p>The Masters degree is a program typically equivalent to one to two years full-time study. A Masters degree may be designated as a coursework Masters degree or research Masters degree.</p> <p>A Masters degree may be designated as an extended Masters degree which is a program typically equivalent to three to four years of full-time study.</p>
<b>Doctoral Degree (AQF Level 10)</b>	<p>A Doctoral degree is a program typically equivalent to three or more years of full-time study. A Higher Doctoral degree is a program requiring an internationally recognised original contribution to knowledge.</p>

### 3.4 Non-award programs

The University offers non-award programs that do not lead to a qualification of the University. Non-award programs may comprise courses normally taken as part of an award program but are not considered an AQF qualification.

The following types of non-award programs are offered by the University:

<b>Bridging programs</b>	<p>Enables a person to meet pre-requisite requirements or other formal admission requirements for higher education awards at AQF Level 5 or above.</p>
<b>Enabling programs</b>	<p>Enables a person to undertake a course of study leading to higher education awards at AQF Level 5 or above.</p>
<b>Professional development programs</b>	<p>Provides formal learning with specific learning outcomes to a group of individuals who identify with a discipline or profession.</p>
<b>Executive education programs</b>	<p>Provides formal graduate-level learning with specific learning outcomes for executives, business leaders and functional managers.</p>
<b>Competency assessment programs</b>	<p>Recognise evidence of a person's skills and knowledge attained through prior informal and non-formal learning.</p>
<b>Continuing education programs</b>	<p>Enables a person to update knowledge or skills in a particular discipline to undertake a course of study leading to higher education awards at AQF Level 5 or above.</p>
<b>English Language (ELICOS) programs</b>	<p>Enables a person to acquire English language skills to meet English Language admission requirements for admission to a program of study.</p>
<b>Micro-credentials</b>	<p>Certifies academically assessed learning or competency, completed in a short timeframe, that is additional, alternative, complementary to, or a component part of, a formal qualification.</p>

### **3.5 Program learning outcomes and graduate attributes**

Program learning outcomes and assurance of learning must be identified for each award program. Where a program is offered across multiple campuses, the learning outcomes will be the same. The learning outcomes are to be consistent with the AQF learning outcome descriptors specified for the qualification type. Where discipline threshold learning outcomes relevant to the program are established these may also be addressed in the program's design and development.

The University has defined the characteristics that it seeks to engender in its graduates. For undergraduate and postgraduate programs, these characteristics are specified in The Griffith Graduate. For HDR programs, these characteristics are specified in the Higher Degree Research Graduate Attributes.

Programs Committee is responsible for assuring that the program learning outcomes are consistent with the qualification type, and that the program of study supports the attainment of the Graduate Attributes.

### **3.6 Academic career**

Bachelor degrees, including Bachelor Honours degrees and sub-degree level (AQF Level 5 & 6) programs are designated as being in the undergraduate career.

Vertical degrees (Bachelor/Master) are also designated as being in the undergraduate career.

Graduate Certificate, Graduate Diploma, and Masters programs are designated as being in the postgraduate career.

Masters (Research) and Doctoral programs are designated as being in the research career.

Non-award programs are designated as being in the non-award career.

### **3.7 Nested qualifications**

Nested qualifications are purposely designed qualifications that enable explicit articulation pathways from one or more AQF level and/or qualification type to meet the requirements of the final and more advanced qualification level. A nested award program may include various admission points and exit points. Students may choose to graduate at one of the nested AQF level and/or qualification types. The award and testamur received at the early exit point is not rescinded.

The Degree Finder and Programs and Courses websites will specify the requirements for admission, exit and transfer between related programs, the qualification to be awarded where students do not attain the specified standard, and the requirements for students that have been re-admitted to complete the subsequent qualification.

### **3.8 Trimesters and teaching periods**

The standard academic year comprises Trimester 1 and Trimester 2, as designated in the University's Academic Calendar. Other teaching periods may be identified in the academic calendar and may be used for the offering of courses.

### **3.9 Program standard length and annual academic load**

The length of a program will be determined by the type of program (award or non-award), program aims, characteristics of the student market and, where applicable, professional accreditation requirements and the length of similar programs in other institutions.

The standard length of a program is the number of standard academic years required for a student undertaking a full-time academic load to complete the academic requirements of the program.

Where a program is not offered in the pattern of two full-time trimesters per year eg. accelerated mode, the standard length of the program is determined by reference to a hypothetical program structure of two full-time trimesters per year, with standard full-time study loads each trimester.

The annual academic load for all programs is 80 credit points which comprises one year of full-time study across two standard trimesters. The annual academic load is equal to the total credit points required for the program divided by the program standard length.

The annual academic load determines the calculation of full-time student load (EFTSL), also referred to as full-time student unit (EFTSU), which is the measurement of student enrolment (student load). This is used as the basis for the calculation of the student contribution and learning entitlement for Commonwealth supported students.

### 3.10 Program mode

Programs may be offered in full-time mode and/or part-time mode, and via internal and/or external mode.

The mode(s) in which the program is offered are approved as part of the program approval process. The program mode of offer and the attendance requirements should be clearly stated on the Degree Finder and Programs and Courses websites.

- **Full-time Mode:** The program structure provides a sequence of courses suitable for students proceeding at a full-time study rate.
- **Part-time Mode:** The program structure provides a sequence of courses suitable for students proceeding at a part-time study rate.
- **External Mode:** All courses in the program are offered such that there is no requirement for on campus attendance, or very limited requirement for on campus attendance, or all courses are offered online.
- **Internal Mode:** Courses offered in the program require regular, scheduled on-campus attendance for face-to-face delivery. This does not preclude some courses in the program from being offered in both internal and external modes.

### 3.11 Degree requirements

The degree requirements identify the academic requirements for the program that are mandatory to attain a qualification. Degree requirements normally include one or more of the following elements:

- **Core Courses:** courses that are mandatory for all students to complete the program. This may include level 1 courses, designated courses, and capstone courses.
  - **Designated courses** are critical for graduation and must be successfully completed for the student to continue in the program. A designated course is normally a performance-based or work integrated learning course or a course requiring the development of particular practical skills and/or demonstration of certain personal qualities. A student may be eligible for exclusion based on failure in one or more designated courses.
  - **A capstone course** offers students nearing graduation the opportunity to summarise, evaluate and integrate learning from across a range of learning experiences to engage with a task which addresses a contemporary issue or problem facing a particular discipline or profession.
- **Academic Plan/s:** a set of courses that develop a particular academic theme. The type, nomenclature and the requirements of each academic plan must be clearly articulated. Typically, academic plans are described as majors and minors. Education qualifications may

include Teaching Area as an academic plan type. The degree requirements will specify the completion of an academic plan, or a minimum number of academic plans to be completed from a range available within the program. Programs Committee may approve variations to the name and weighting of academic plans in exceptional circumstances and on the basis of a well-defined academic need.

- **Elective Courses:** Electives can be identified as:
  - listed electives – a list of courses from which students are required to choose a specified number; or
  - free-choice electives – students may complete a specified number of courses that are not listed in the program in order to fulfil the requirements of the program.

Where the degree requirements permit listed and/or free-choice electives, courses must be:

- at a level suitable to the qualification type and level; and
  - pre-requisite and co-requisite conditions can be satisfied within the program; and
  - in the case of a restricted course, the program permits students to meet the conditions specified in the restrictions or is given approval by the Head of School or nominee to undertake the course.
- **Research component:** a course or set of courses that include as learning outcomes the capacity to plan and execute a research project. The amount and type of research in each of the University's qualification types varies as does the form of the research project.
  - **Honours classification:** the method for calculating the Honours classification will be identified.
  - **Other program requirements:** maximum number of first year level courses, the minimum number of final year courses and other requirements such as work experience, employment experience, etc, where applicable.
  - **Awarding the Degree with Distinction:** where relevant, the criteria for awarding the Degree with Distinction should be identified. Additional criteria must be approved by Programs Committee.

### 3.10.1 Variation to degree requirements

In exceptional circumstances, on the recommendation of the Program Director, the Dean (Learning and Teaching) may approve a variation to the degree requirements for individual students.

Variations may be approved in the following circumstances:

- the revised program of study satisfies the program learning outcomes of the qualification;
- where the degree is accredited/recognised by a professional body, the revised program of study satisfies the standards for recognition or registration of the student on graduation;
- the revised program of study continues to comply with the total number of Credit Points required for the award of the degree.

## 3.12 Cross campus consistency

The academic profile of each campus is planned in response to the needs of its community and to offer the best possible educational experience to the students at that campus. The rationale for assuring cross campus consistency includes:

- ensuring consistency between the specified learning outcomes and the level of the qualification awarded, when delivered on more than one campus
- strengthening the overall academic profile and improving teaching and learning outcomes
- providing the preconditions for vibrant, engaged programs and courses

- benefiting students through consistent standards and expectations
- effective use of staff expertise and the investments in educational resources; and
- facilitating the marketing of the University's programs.

### 3.11.1 Home Campus

Where a program is offered on a campus, students must be able to complete their program and satisfy the program requirements at that campus.

When a program is offered on more than one campus, the courses which comprise the core requirements of the program shall be the same or equivalent. For all other instances, courses offered on different campuses with identical learning outcomes and equivalent content will be identified as a single course and will be equivalent across the campuses.

If there is a requirement for students to travel to another campus to complete their program, the rationale for this must be approved by Programs Committee and the requirement must be communicated clearly to students.

A campus offering of a program may include one or more academic plans that are distinctive to that campus. The availability of academic plans at each campus must be clearly communicated to students. A student may choose to take academic plans and/or courses at a campus other than their home campus. The University's *Enrolment Procedure* sets out the conditions under which a student can enrol in courses at a campus other than their home campus.

### 3.11.2 Campus specific experience

The characteristics of a campus, its resources and community location may provide an educational opportunity for students on that campus which is not practicable for students at other campuses. In such cases, it is permissible for a campus specific experience to be included in the program at that campus, in place of a course which is an elective requirement at other campuses.

Principles of cross campus consistency are outlined below:

<b>Must be the same across campuses:</b>	Award and program title
	Program Learning outcomes
	Degree requirements:
	<ul style="list-style-type: none"> <li>• Total credit points</li> <li>• Core requirements</li> <li>• Contribution of academic plans (credit points required for majors and minors)</li> <li>• Credit points available for elective study</li> </ul>
	Admission requirements

**Can be  
specific to  
individual  
campus:**

 Academic plans (major, minor)
 

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 Sequencing of courses within the program (provided that the sequence of courses is consistent with pre-requisite requirements)
 

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Mode of offer:

- part-time or full-time
  - intakes
  - trimester course offerings
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 Elective courses
 

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## 4.0 Definitions

**Academic Career** refers to the broad academic level to which a program belongs. There are four academic careers: Undergraduate (UGRD), Postgraduate (PGRD), Research (RSCH) and Non-Award (NAWD).

**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.

**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.

**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).

**Capstone Course** is a course which offers students nearing graduation the opportunity to summarise evaluate and integrate learning from across a range of learning experiences to engage with a task which addresses a contemporary issue or problem facing a particular discipline or profession.

**Components of a qualification** refer to units of academic work or courses, the completion of which leads to an AQF qualification.

**Course** refers to a component of a qualification, normally undertaken over a single trimester, in which the student enrolls and on completion of which the student is awarded a grade, such grades appearing on the academic transcript. Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to a level and qualification type.

**Coursework** is a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.

**Higher Degree by Research** refers to a Research Masters or Research Doctorate where a:

- Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study
- Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

**Learning Outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**Nested qualifications** are purposely designed qualifications that enable explicit articulation pathways and encompass more than one AQF level and/or qualification type.



**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.

**Program Advisor** is the academic staff member appointed by the Dean (Learning and Teaching) to support the Program Director in the management of students within the program by working collegially with academic and professional staff.

**Program Director** is the academic staff member (normally Level D or above), appointed by the Dean (Learning and Teaching) to provide curriculum leadership for and quality enhancement of one program or a Program Cluster while working collegially with the Head of School/ Deputy Head of School, academic and professional staff to ensure an effective and positive student learning experience. There shall only be one Program Director for a program. The Program Director may lead one or more program clusters.

**Research** comprises and includes original, exploratory, experimental, applied, clinically or work-based and other forms of creative work undertaken systematically to increase knowledge and understanding, deploying a range of research principles and methodologies. Research is specified in the learning outcomes for the Doctoral Degree, the Masters Degree and the Bachelor Honours Degree. The amount and type of research in each of these qualifications types vary.

## 5.0 Information

Title	Program Attributes and Requirements Procedure
Document number	2023/0000380
Purpose	This procedure describes the definitions, general elements and structural features which apply to all the qualifications of Griffith University.
Audience	Staff
Category	Academic
Subcategory	Learning and Teaching
Approval date	20 July 2023
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Senior Manager, Student Credentials
Approving authority	Provost

## 6.0 Related Policy Documents and Supporting Documents

Australian Government Legislation and Policy	<a href="#">Australian Qualifications Framework 2013</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>
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National Code of Practice for Providers of Education and Training to  
Overseas Students 2018

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Policy

Academic Awards and Qualifications Policy  
Program and Course Policy  
Enrolment Policy  
Higher Degree by Research Policy

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Procedure

Academic Records Procedure  
Course Approval Procedure  
Course Attributes and Requirements Procedure  
Graduations Procedure  
Micro-credential and Digital Badge Approval and Review Procedure  
Program and Course Review Procedure  
Program Approval Procedure  
Qualifications Procedure  
Enrolment Procedure

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