

**AUSTRALIAN COUNCIL
ON AWARDS
IN ADVANCED EDUCATION**

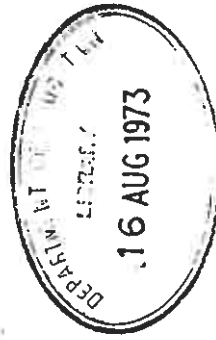
**NOMENCLATURE AND GUIDELINES
FOR
AWARDS IN ADVANCED EDUCATION**

1972

**AUSTRALIAN COUNCIL
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IN ADVANCED EDUCATION**

STATEMENT No. 1

**NOMENCLATURE AND GUIDELINES
FOR
AWARDS IN ADVANCED EDUCATION**



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**P.O. Box 826
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INTRODUCTION

1. The Australian Council on Awards in Advanced Education is a national body which was established on 8 December 1971 by joint agreement of the Commonwealth and State Ministers for Education. A statement concerning the functions and composition of the ACAAE is included with this statement as well as a list of the present membership.

2. The Council was established to seek to promote consistency in the nomenclature used for awards in advanced education and to assist in the development of meaningful relationships between levels of courses and their associated awards. To promote wider public awareness and acceptance of awards in this field, the Council is required to maintain and publish a national Register of Awards in Advanced Education.

3. The Council will consider for registration the awards for both established and new courses submitted to it by the State and Australian Capital Territory accrediting authorities. (A list of the accrediting authorities is included with this statement.) It will be a matter for each Government to decide whether the operations of its accrediting authority are to be confined to educational institutions receiving grants under the joint Commonwealth/States program in advanced education or whether other institutions operating at tertiary level may be free to apply for accreditation by the relevant State or Australian Capital Territory authority. The Council will consider for registration awards in advanced education in either type of institution if referred to it by the accrediting authority concerned.

4. The purpose of this statement is to provide information concerning policies adopted by the Council so far. It deals with levels and nomenclature of awards in advanced education and the Council's guidelines to the general con-

ditions under which these awards will be included in the national Register. Statements will be issued later to add or modify this initial statement when further policy decisions are reached by the Council. The principles set down should assist the various accrediting authorities and the colleges to work towards a consistent national pattern of awards in advanced education.

LEVELS AND NOMENCLATURE OF AWARDS

5. For the purpose of registering awards in advanced education, the Council has categorised courses in advanced education under five levels of awards which are defined in sections 11 to 22 of this statement. The Council has adopted, in respect of these five levels, the system of nomenclature of awards set out hereunder. The titles of awards in categories UG1, UG2 and PG2 have been adopted because each covers a broad range of courses. More specific titles have been provided for in respect of awards in categories UG3 and PG1.

Under-Graduate Awards (UG)

Category UG1 – Bachelor's Degree Category UG2 – Diploma

- Bachelor of Applied Science (Dip.App.Sc.)
- Bachelor of Arts (B.A.)
- Bachelor of Business (B.Bus.)
- Bachelor of Education (B.Ed.)
- Bachelor of Engineering (B.Eng.)
- Diploma of Applied Science (Dip.App.Sc.)
- Diploma of Arts (Dip.A.)
- Diploma of Business (Dip.Bus.)
- Diploma of Teaching (Dip.Teach.)
- Diploma of Engineering (Dip.Eng.)

Category UG3 – Associate Diploma

- Associate Diploma in.....*
- (Assoc. Dip.**)

* specific disciplinary area ** area abbreviated

Post-Graduate Awards (PG)

Category PG1 -- Graduate Diploma

- Graduate Diploma in

(Grad. Dip. **)

* specific disciplinary area ** area abbreviated

Category PG2 -- Master's Degree

- Master of Applied Science (M.App.Sc.)
- Master of Arts (M.A.)
- Master of Business (M.Bus.)
- Master of Education (M.Ed.)
- Master of Engineering (M.Eng.)

It should be noted that the term "teaching" has been adopted in the nomenclature of award for category UG2 in the subject area of "education" so as to avoid confusion with the established university award of Dip. Ed.

6. The Council will enter awards in the national Register under the titles listed above. It will also note in the entry under the appropriate category of award in the Register any local designations which may differ from these but the Council hopes that the pattern of awards which it now advocates will soon be adopted throughout Australia.

7. The Council is aware that colleges of advanced education have an important role to play in offering a number of courses to meet specific needs and which may be less than one year's full-time study or its equivalent. In the view of the Council, formal awards should not be given in respect of these courses.

GENERAL CONSIDERATIONS FOR REGISTRATION OF AWARDS

8. In considering the registration of an award, the Council will be concerned with the standard of the course and the nomenclature of its award and the manner in which these compare with those of similar courses and awards elsewhere in Australia. The Council does not wish this to be interpreted as implying any restrictions upon innovation and variety in the development of courses.

9. Before registering an award, the Council will need to be assured by the accrediting authority concerned that appropriate consideration has been given to the following:

- 9.1 the general academic practices and standards of the educational institution;
- 9.2 the objectives of the particular course and the methods adopted to achieve these objectives;
- 9.3 the standards for admission to the course;
- 9.4 the duration of the course, having regard to the standards of entry and course objectives;
- 9.5 the breadth, depth and balance in the subjects involved and the amount of intellectual effort required by the course;
- 9.6 the methods of assessment of student progress;
- 9.7 the relative emphasis on the teaching of skills in relation to the study of the discipline;
- 9.8 any arrangements for practical training and experience in connexion with the course;
- 9.9 the teaching staff conducting the course including numbers, professional qualifications and experience, and educational expertise;
- 9.10 the accommodation and facilities including equipment, library, laboratories, work shops and other instructional resources, as necessary for a particular course.

THE GUIDELINES

10. The guidelines adopted by the Council as to the general conditions under which an award will be considered for national registration under each of the categories in section 5 are set out below.

Category UG1 – Bachelor's Degree Awards

11. Courses leading to awards in this category will usually require a minimum of three years' full-time tertiary study or its equivalent. It will be expected that the length, breadth and depth of study of major and supplementary subjects or of related subjects, in an integrated program, will require intellectual effort at normal degree standards over the whole progression of the course. The Council appreciates, too, that the inclusion of vocationally oriented skills may be an accepted part of degree courses in advanced education. However, the emphasis on the acquisition of skills would normally be less than that which may be accepted in a category UG2 diploma.

12. In terms of structure, the Council envisages at least two possible types of course leading to a bachelor's degree award:

12.1 One which is based on a central strand which is offered throughout the length of the course and which is accompanied by other subjects which may or may not be taken for the full length of the course.

12.2 One which involves a number of related subjects treated in depth and presented as an integrated program but not necessarily requiring that any one subject be taken throughout the full length of the course.

Category UG2 – Diploma Awards

13. Courses leading to awards in this category will usually require a minimum of three years' full-time tertiary study or its equivalent. In many instances, these courses lead to professional recognition.

14. Compared with first degree courses, it is expected that courses leading to UG2 diploma awards will include one or more of the following characteristics:

14.1 The depth of treatment of strands, both major and supplementary, may be less overall, or in individual subjects, than would be expected of a course leading to the award of a degree.

14.2 The course may be characterised by more emphasis on the acquisition of skills essential for the practice of a vocation and less on the theoretical content required for a degree.

14.3 The course may be one offered at a lower level in the same general area as one for which a degree qualification has been established.

Category UG3 – Associate Diploma Awards

15. Courses leading to awards in this category will usually require a minimum of two years' full-time tertiary study or its equivalent.

16. Compared with UG2 diploma courses, it is expected that courses in this category:

16.1 may treat a relatively restricted area of knowledge in some depth;

or

16.2 may be characterised by a greater emphasis on the development of skills and less on the theoretical content required for a category UG2 diploma;

which are mainly by course work and those which are mainly by thesis.

Master's Degrees by Course Work

20. Unlike some graduate diploma courses, master's degree courses will be expected to be post-graduate in time and substantially post-graduate in standard; the master's degree is the first post-graduate degree and should represent a significantly higher stage of accomplishment than the bachelor's degree. Courses leading to this degree should provide studies in depth in a significant part of a discipline at a high level and consist for the main part of formal studies and project work. A major portion of the work would normally be taken in the student's field of specialisation.

21. The Council expects that the majority of courses in advanced education in this category of award will require a minimum of two years' study full-time or its equivalent. The Council believes, however, that where candidates are specially qualified in the relevant discipline at an advanced level, they may complete the requirements for a master's degree in less than two years. Nevertheless, the Council believes that exemptions would not normally be given for short refresher courses or short informal courses intended only to broaden the graduate's knowledge in his field without any substantial advancement in depth. Students holding UG2 diplomas and wishing to gain admittance to a master's degree course would normally be expected to undertake additional studies before being considered for admittance.

Master's Degrees by Thesis

22. In considering the registration of the award of a master's degree in this category, the Council will wish to be satisfied that the accrediting authority has given due regard to such matters as the following in the institution responsible for such an award:

22.1 the qualifications required for entry to courses;

or
16.3 may treat a number of subjects provided at a level appropriate to a general understanding of a field of knowledge without pursuit of particular depth in any one of them.

Category PG1 – Graduate Diploma Awards

17. Courses leading to awards in this category will usually require one year's study full-time, or its equivalent, following the satisfactory completion of a category UG1 degree course or in some cases a UG2 diploma course with or without additional work, or some equivalent qualification. One year will normally be the minimum length of a course for which a formal post-graduate award will be registered.

18. The Council envisages that the kinds of courses leading to awards in this category will usually have one or more of the following characteristics:

18.1 an extension within the field of a student's undergraduate studies; these courses would be expected to be post-graduate in time and substantially post-graduate in standard;

or
18.2 a course undertaken in a field of study which differs from a student's undergraduate studies; such a course would be post-graduate in time but not necessarily post-graduate in standard;

or
18.3 some combination of the above two categories

Category PG2 – Master's Degree Awards

19. The Council appreciates that master's degree programs may range from those which are entirely by advanced course work to those which are entirely by thesis. The guidelines which follow, therefore, are in respect of those programs

- (ii) In order to promote wider understanding and appreciation of advanced education, the Council shall
- (a) establish and maintain liaison with the accrediting agencies nominated by the State and Commonwealth Ministers for Education, with educational institutions and with other interested bodies overseas;
 - (b) provide an information service at a national level in connection with the courses and the awards offered.
- (iii) The Council shall encourage study of appropriate nomenclature for new awards and the rationalisation of existing awards, and if it considers desirable shall recommend to Commonwealth and State agencies or other appropriate bodies the application of funds for this purpose.

(iv) In order to promote wider public awareness and acceptance of awards in advanced education, particularly degree awards, the Council shall establish, maintain and publish a Register of Awards in Advanced Education. In undertaking this task the Council shall

- (a) establish communication with agencies authorised by the Ministers responsible for education in the States and in the A.C.T. and the N.T. (herein called "the Commonwealth Territory");
- (b) adopt and issue to the accrediting agencies guidelines to the general conditions under which an award should be included in the Register and decide the information to be contained in the Register regarding each award; the intention being that when the guidelines have been developed, they will be published;
- (c) inform itself by consultation with Common-

- 22.2 the procedure for approval of projects;
- 22.3 the procedures and personnel for supervision of projects;
- 22.4 the assessment procedures including the use of external examiners;
- 22.5 the facilities to undertake projects, including laboratory equipment, and library, as appropriate.

PERIOD OF REVIEW OF REGISTRATION OF AWARDS

23. National registration of an award in respect of an established course will be for a period of five years at the end of which time an application will need to be made to the Council for continued registration of the award. National registration of an award in respect of a new course in category UG1 or UG2 will be for a period up to the time when the first students have completed the course or after five years, whichever is the earlier, at which time it will be necessary for a further application to be made for continued registration of the award. In the case of new courses in categories PG1, PG2 and UG3, registration of the award will continue for the full period of five years. Registration of an award in respect of a course which has undergone a major change during the five year period will also need to be reviewed by the Council at the time of the change. It will be left to accrediting authorities to determine when a "major" change has taken place.

* * * * *

THE FUNCTIONS AND COMPOSITION OF THE AUSTRALIAN COUNCIL ON AWARDS IN ADVANCED EDUCATION

Functions:

1. (i) By consultation with and advice to State and Commonwealth accrediting agencies, the Council shall
 - (a) seek to promote consistency in the nomenclature used for awards in advanced education;
 - (b) assist in the development of meaningful relationships between courses and their associated awards.

wealth and State agencies as to the standards and procedures used by them in the assessment of courses and accreditation of awards;

- (d) consider a request that an award be entered in the Register only from the agency authorised by the Minister responsible for education in the State, or in the Commonwealth territory concerned;
- (e) enter an award in the Register on the certification by an authorised agency that the agency has assessed the course and accredited the award; save that, after its own consideration of the submission, the Council may refer the request back to the agency which made the request for further consideration in the light of the guidelines issued by the Council. If, after such reconsideration, the agency reaffirms its accreditation, the Council shall enter the award in the Register.
- (f) If requested to do so by an authorised State or Commonwealth agency, make arrangements for a course to be assessed on behalf of that agency by another authorised agency. On receipt of a request for registration in respect of a course so assessed, the Council shall enter the award in the Register under the conditions set out in (e).
- (g) The Council may, from time to time, review the registered awards and request an agency to reconsider its accreditation.
- (h) Issue a certificate to a college which provides a course which the Council has entered in the Register, authorising that college to publish this information.

Membership

2. (i) Each Minister of Education shall nominate two persons as part-time members of the Council and, in so doing, shall have regard to the desirability of including persons who have one or more of the following qualifications:—

- Engagement in teaching or administration in higher education or in education generally.
- Membership of an authorised accrediting agency.
- Prominence in industry, commerce, professions, the public service or the trade union movement.

- (ii) By joint agreement the Ministers shall nominate a person to be part-time Chairman of the Council and shall determine his term of office. Such a person may or may not be one of the persons nominated in (i).

AUSTRALIAN COUNCIL ON AWARDS IN
ADVANCED EDUCATION

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