



## Alphanumeric Coding Guidelines

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## 1 PURPOSE

The purpose of these guidelines is to assist staff to code courses in the alphanumeric format using the list of AUT alpha codes and, where needed, provide guidance in developing additional alpha codes.

## 2 SCOPE

All credit bearing courses that are listed in the calendar or any other publication material and/or that are reported to the government through the SDR process. Non-credit bearing courses will use numeric codes.

## 3 KEY TERMS AND DEFINITIONS

**ARION** is the student management system used by AUT.

**NZSCED** is the New Zealand Standard Classification of Education coding system. All courses are coded to a subject area using this system. This is a requirement and is used for government reporting purposes.

**Course** the smallest element of a programme for the purpose of granting credit, identified by means of a unique code number. Each course carries a point value.

**Subject area** in the context of these guidelines refers to the classified field used for the alpha component of the course code.

Additional definitions can be found at [Definitions](#)

## 4 BACKGROUND AND CONTEXT

Previously courses were coded using a 6-digit numeric course code. From 2013 all newly developed courses were required to use the alphanumeric coding system. This coding system was developed to make the course code meaningful to students, applicants and others by making the discipline or subject area more easily recognisable, especially in academic regulations and programme information material.

### 4.1 The alphanumeric format and the NZSCED coding system

The alphanumeric course code format is: ABCD701, where 'ABCD' represents the subject area, '7' represents the NZQA level of the course and '01' is the unique course identifier.

Display within Arion, the Calendar and other publications: 'ABCD701'

- Use all capital letters, directly followed by the numerical part.
- Note that there are no full stops or hyphens used in this format.
- Where the calendar refers to a range of courses within the same subject, display should occur as follows:

30 points from: PUBH801, PUBH804, PUBH805

60 points from: PUBH806-809 [denoting a range of consecutive courses]

The rationale for using a particular alpha code is that the subject/discipline area of the course represents the subject area according to the national classification system (NZSCED). All courses are already coded using this coding system as this is a requirement for government

reporting purposes. The [NZSCED coding system](#) (Detailed Fields of Study) can be accessed via the Education Counts website.

The NZSCED code classifies the content of courses in relevant subject areas with a 6-digit code which contains three levels of detail: broad, narrow and detailed. For example, a course in 'employment relations' may be assigned the following NZSCED code:

080803	
08	Management and Commerce
08	Business and Management
03	Human Resources Management

The current available AUT alpha codes, listed in Appendix 1, have been developed based on the NZSCED system. Where possible this NZSCED subject area has been matched to an existing four character alpha code as published by the Ministry of Education. Where such a match was not available a set of principles have been followed to create subject areas with matching alpha codes. These principles will be explained in further detail in the remainder of the document and should be used for the development of any additional alpha subject codes.

## 5 PRINCIPLES FOR CODING

The already allocated NZSCED code is the principle basis for coding courses into the alphanumeric format:

- Retrieve the NZSCED code of the course (stored in Student Management System; ARION)
- Locate the NZSCED code in Appendix 1; 'AUT alpha codes'
- Use the alpha code assigned to the NZSCED code
- Add the level of the course
- Assign a 2-digit unique identifier to the course

It is important that the alpha code matches the subject area already identified with the NZSCED code. This means that a course which has been assigned the NZSCED code '080505 *Marketing*' or '080599 *Sales and Marketing not elsewhere classified*' should use the 'MKTG' alpha code. If 'MKTG' is not the most appropriate subject code for the course, changes should be made to both the subject code (the alphanumeric part of the course code) *and* the NZSCED code.

Mixed fields or courses that cross several disciplines can be coded at the broadest level of field (e.g. BUSS, HEAL).

## 6 DEVELOPING NEW SUBJECT AREAS

In order to establish a new subject area staff are advised to consult with their faculty registrars in the first instance, who will seek approval on their behalf from the Academic Quality Office.

The development of a new subject can be based on one of the following two scenarios:

1. The **subject area** already **exists** (in the NZSCED coding list) but is currently covered under an overarching subject code. For instance, *Zoology* is currently categorised under *Biology/ Biological Science (BIOL)*, but could arguably be listed as a separate subject area. In this case:
  - The existing subject areas will be segregated (e.g. *Zoology*)
  - A new alpha code is created (e.g. *ZOOL*)
2. The **subject area does not exist** (in the NZSCED coding list). For instance *Emergency Management*.
  - A new subject area is created (e.g. *Emergency Management*)
  - A new alpha code is created (e.g. *EMGT*)
  - The school/faculty determines under which existing NZSCED category the new subject area will be categorised (e.g. under 069905 *Paramedical Studies*, 069999 *Health not elsewhere classified*, or other relevant existing NZSCED subject category). This is important in order to ensure consistency with the NZSCED code and the subject area (see section 5).

**Note:** In particular circumstances more than one NZSCED code can be used to classify one subject area. Example: FOOD (019905 *Food Science and Biotechnology*, which is categorised under Natural and Physical Sciences and 030307 *Food (excluding Seafood) Processing Technology*, which is located under Engineering and related Technologies).

New subject codes *can* reflect a particular major or specialisation.

### 6.1 Size of and rationale for new subject area

The subject area needs to cover a sufficient amount of courses (five or more courses in the subject area) in order for the subject to be added to the AUT alpha codes list. It is important that the subject area is based on the content of the course. New subject codes should **not be based on:**

- administrative areas (e.g. departments or to differentiate undergraduate from postgraduate)
- a particular programme (as this does not provide any information on the content of the courses)
- servicing a particular group of students.

Where needed, further differentiation within a subject area can be made by using the last two numeric digits of the course code, for instance by allocating all codes ending in '50 or above' to postgraduate courses or a particular programme.

## 7 PROCESS FOR DEVELOPING NEW CODES

In order to establish a new alpha code staff are advised to consult with their faculty registrars in the first instance.

### 7.1 General principles

The following set of principles should be adhered to:

- The alpha code should not end with "I" or "O" to avoid confusion with the numbers "one" and "zero".

- Include the use of common abbreviations such as:

AR-- or --AR	for Art
--CH	for Chemistry
C---	for Creative
ED--	for Education
EN--	for Engineering
---D	for Design
H--- or ---H	for Health
--MG or ---M	for Management
S or --SC	for Sciences
----T	for Teaching
-TEC	for Technologies
--TY or ---T	for Therapy
---Y	for subjects ending in y, such as Pharmacy and Society

- Avoid abbreviations that are 4-letter words with a meaning that is unrelated to the subject area (e.g. Do not use EARS for Earth Sciences, instead use EASC).

## 7.2 Principles for coding of theses, dissertations and other capstone projects

Theses, dissertations or other capstone /research projects should adhere to the following format:

Code of discipline + level of course + specified numeric code that signifies points total

Specified numeric codes:	99 = 120-point capstone course
	98 = 90-point capstone course
	97 = 60-point capstone course
	96 = 45-point capstone course
	95 = 30-point capstone course

For example: EDUC999 – 120-point Education thesis (at level 9)  
 BUSS998 – 90-point Business thesis (at level 9)  
 MKTG996 – 45-point research project in Marketing (at level 9)

Where a school has more than one capstone project at the same level and with the same points value, the second digit can be changed to an '8'. This means that an additional 45-point project at level 9 in the discipline of marketing can be identified as: 'MKTG986'.

The PhD thesis super course<sup>1</sup> will remain as 99X999 in the interim<sup>2</sup>.

## 7.3 Non-credit bearing courses

All non-credit bearing courses are to remain numeric.

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### <sup>1</sup> Super Courses

- Listed in the programme regulations on ARION, AUT Calendar, ARION Web and Student Transcript;
- Points are attached (e.g. 360 points for PhD);
- Final grade will be loaded against the super course via the postgraduate management system (99X999);
- Not reported in the SDR;
- No enrolments or classes are allocated against a super course.

<sup>2</sup> Coding of PhD sub courses will occur as set-out by University Postgraduate Research Board.

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Academic Procedure No:

Prepared by:

Date created:

Last updated:

Academic Quality Office

25 June 2013

May 2022

## 7.4 Theses Consistency with NZSCED coding

The new alpha code needs to be matched with an existing NZSCED subject area. As discussed under 4.1 it is important that the alpha subject code is in line with the NZSCED code already allocated to the course (see 4.1 for further details).

## 7.5 Consistency with other universities

The newly developed alpha code should be checked against other universities and/or other institutions. Care need to be taken that the chosen alpha code is not commonly used to describe another discipline area than the one intended. Where possible alpha codes should be aligned with codes already in use by these other institutions.

## APPENDIX 1: AUT ALPHA CODES

The subject areas in *italics* indicate NZCED subject areas where no AUT course is currently coded against. We have left these in to provide an overview of the coding system. See key below at table for further detail.

NZSCED Code	ALPHA Four letter code	NZSCED Subject Area
<b>Natural and Physical Sciences</b>		
019999	SCIE	Natural and Physical Sciences
010101 010199	MATH	Mathematics
010103	STAT	Statistics
010301	PHYS	Physics
010303	ASTR	Astronomy
010599 010501 010503	CHEM	Chemical Sciences Organic Chemistry Inorganic Chemistry
<i>0107</i>	<i>EASC</i>	<i>Earth Sciences Atmospheric Sciences Geology Geophysics Geochemistry Soil Science Hydrology Oceanography</i>
010999	BIOL  CONS	Biology / Biological Sciences <i>Botany Zoology Neuroscience</i> Conservation
010901	BCHM	Biochemistry and Cell Biology
010905	ECOL	Ecology and Evolution
010907	MASC	Marine Science
010909	GENE	Genetics
010911	MICR	Microbiology
010913	HUMB	Human Biology
019901 019909	<i>MELS</i>	Medical Science Laboratory Technology
<i>019903</i>		<i>Forensic Science</i>

019905	FOOD (see also under 03)	Food Science and Biotechnology
<b>Information Technology</b>		
020199 029999 020101 020105 020107 020109  020113 020115 020117 020119  029901	COMP	Computer Science  Formal Language Theory Computational Theory Compiler Construction Algorithms <i>Data Structures</i> Networks and Communications Computer Graphics Operating Systems Artificial Intelligence Other Information Technology Security Science
020103	COMP or <i>ENSE</i> (see also under 03)	Programming Software Engineering
020399 020301 020303 020305 020307 029999  020399	<i>INFS</i>       <i>GISC</i>	Information Systems Conceptual Modelling Database Management Systems Analysis and Design Decision Support Systems  Geographical Information System
<b>Engineering and Related Technologies</b>		
039999	<i>ENGE</i>      <i>CTEC</i> (see also under 10)	Engineering and related technologies <i>Other Engineering and Related Technologies</i> <i>Orthotics and Prosthetics</i> <i>Fire Technology and Rescue Services</i> <i>Rail Operations</i> <i>Cleaning</i> Creative Technologies
030199 030101          030305	<i>ENME</i> (see also under 0307)	Materials and Processing Manufacturing, Engineering and Technology Manufacturing Engineering <i>Plastics Processing Technology</i> <i>Wood Machining and Turning</i> <i>Cabinet Making</i> <i>Furniture Upholstery and Renovation</i> <i>Furniture Polishing</i> <i>Process and Resources Engineering</i> <i>Mining and Resources Engineering</i> <i>Wood Based Manufacturing</i> Materials Engineering <i>Ceramics, Industrial Glass and Rubber Manufacturing</i> <i>Geomatic Engineering</i> <i>Surveying</i> <i>Mapping Science</i>

031700 031701 031703 031705	ENMA	Maritime Engineering <i>Maritime Engineering and Technology</i> <i>Maritime Engineering</i> <i>Marine Construction</i> <i>Marine Craft Operation</i>
030103	GRAD (see also under 10)	Graphic Design <i>Printing</i>
030107	TEXD or FASD (see also under 10)	<i>Textile Making</i> Garment Making
030301	ENCH	Chemical Engineering
030307	FOOD (see also under 01)	Food Science and Biotechnology Food Science (excluding Seafood) Processing Technology <i>Seafood Processing</i>
030799 030701 030703  030711 030717	ENME (see also under 0301)	Mechanical Engineering Mechanical and Industrial Engineering and Technology Mechanical Engineering Industrial Engineering <i>Toolmaking</i> Boiler-making and Welding Plant and Machine Operations
030707  030715	MLWK	Metal Fitting, Turning and Machining <i>Sheetmetal Working</i> <i>Metal Casting and Pattern Making</i> Precision Metalworking
030901  030903 030905	ENBU	Construction Engineering / Built Environment / Engineering Architecture Construction Management Civil Engineering Construction Engineering Structural Engineering Building Services Engineering <i>Water and Sanitary Engineering</i> <i>Transport Engineering</i> <i>Road Construction</i> <i>Geotechnical Engineering</i> <i>Ocean Engineering</i>
031399 031301 031303  031313  031317  031307	ENEL      ENEL	Electrical and Electronic Engineering Electrical and Electronic Engineering and Technology Electrical Engineering Electronic Engineering <i>Power Line Installation and Maintenance</i> Electrical Fitting, Electrical Mechanics <i>Refrigeration, Heating and Air Conditioning</i> Electronic Equipment Servicing Network Engineering Communications Technologies <i>Communications Equipment Installation and Maintenance</i>
031305	ENCE or ENEL ENSE (see also under 02)	Computer Engineering Software Engineering
031599	ENAE	Aerospace Engineering and Technology <i>Aerospace Engineering</i>



031503		Aircraft Maintenance Engineering <i>Aircraft Operation</i> <i>Air Traffic Control</i>
039901		<i>Environmental Engineering</i>
039903	ENGB	Biomedical Engineering
<b>Agriculture, Environmental and Related Studies</b>		
05		<i>Agriculture, Environmental and Related Studies</i>
050999	ENVS	Environmental Studies
050901		Land, Parks and Wildlife Management
<b>Health</b>		
069999	HEAL	Health
0699	PSYT HLAW (see also under 09)	Psychotherapy Health Law
0601		<i>Medical Studies</i> <i>General Medicine</i> <i>Surgery</i> <i>Psychiatry</i> <i>Obstetrics and Gynaecology</i> <i>Paediatrics</i> <i>Pathology</i> <i>Radiology</i> <i>Internal Medicine</i> <i>General Practice Medicine</i>
0609		<i>Optical Science</i> <i>Optometry</i> <i>Optical Technology</i>
0611		<i>Veterinary Studies</i>
0619		<i>Complementary Therapies</i> <i>Naturopathy and Homeopathy</i>
0699		Other Health
060111		<i>Anaesthesiology</i>
060301	NURS	Nursing
060399		<i>Health Care Assistant</i>
060303	MIDW	Midwifery
060501	PHMY	Pharmacy
060799	ORAH	(Oral Health/Dental Hygiene)
060704		<i>Dentistry</i> <i>Dental Hygiene and Therapy</i> <i>Dental Technology</i>
061399	PUBH	Public Health
061301	OCCH	Occupational Health & Safety
061303	ENVH EMGT	Environmental Health Emergency Management
061304	MAOH	Hauora (Māori Health)
061307	HPRM	Health Education, <u>Promotion</u> , Counselling
061307	COUN (see also under 09)	Health Education, <u>Promotion</u> , <u>Counselling</u>

061309	COMH MENH	Community Health Mental Health
061311	EPMY	Epidemiology
061501	RADY	Medical Imaging Technology (Radiography) and Radiation Therapy
061799	RHAB	Rehabilitation Therapies <i>Chiropractic and Osteopathy</i> <i>Speech Pathology</i> <i>Audiology</i>
061701	PHTY	Physiotherapy
061703	OCTY	Occupational Therapy
061711	MATY	Massage Therapy
061713	PODY	Podiatry
061999 061903 061905	COMT	Complimentary Therapies <i>Naturopathy and Homeopathy</i> Acupuncture Traditional Chinese Medicine
069901	NUTR	Nutrition and Dietetics
069903 069905	SPSC SPEX PARA	Human Movement and Sports Science Sport and Exercise Paramedical Studies
<b>Education</b>		
079999 079900 070199  070116	EDUC	Education  <i>Teacher Education: General</i> Te Matauranga Māori me te Whakangungu (Māori Education) <i>Bilingual Early Childhood Teacher Training</i> <i>Immersion Early Childhood Teacher Training</i> <i>Bilingual Primary Teacher Training</i> <i>Immersion Primary Teacher Training</i> <i>Bilingual Secondary Teacher Training</i> <i>Immersion Secondary Teacher Training</i>
070101	ECET	Teacher Education: Early Childhood
070103	EDPT	Teacher Education: Primary
070105	EDST	Teacher Education: Secondary
070106	EDTT	Teacher Education: Tertiary
070113	SPEC	Teacher Education: Special Education
070115	TESL LNGT	English Language Teaching(ESOL/EFL) Language Teaching
070130	EDPD EDLD	Teacher Professional Development Educational Leadership
070301 070303	EDCR	Curriculum and Education Studies Curriculum Studies Education Studies
<b>Management and Commerce</b>		
089999 089900	BUSS  BSYS	(Business)  Other Management and Commerce Business Information Systems

	<i>ENTR SUSE</i>	Entrepreneurship Sustainable Enterprise
080101 080199	<i>ACCT</i>	Accounting Accountancy
080399  080301 080307  080315 080317	<i>MGMT</i>	(Management )  <i>Business and Management</i> Business Management Organisation Management <i>Education Administration</i> <i>Public and Health Care Administration</i> Project Management Quality Management <i>Racing and Gaming Management</i> <i>Farm Management and Agribusiness</i>
080303	<i>HRMG</i>	Human Resource Management
080305		Personal Management Training
080309	<i>EMPL</i>	Industrial Relations
080311	<i>INTB</i>	International Business
080319	<i>HSPM</i>	Hospitality Management
080323	<i>EVNT</i>	Tourism Management
080501	<i>SALE</i>	Sales
080503		<i>Real Estate</i>
080505 080599	<i>MKTG</i>	Marketing
	<i>RETL</i>	Retailing
080507	<i>ADVT</i> (see also under 10)	Advertising
080509	<i>PUBL</i> (see also under 10)	Public Relations
080701	<i>TOUR</i>	Tourism Studies
080999 080901 080904	<i>OFFC</i>	Office Studies Secretarial and Office Studies Text Processing and Office Tools
081199 081101 081103 081105	<i>FINA</i>	Banking, Finance and Related Fields Banking and Finance Insurance and Actuarial Studies Investment and Securities
<b>Society and Culture</b>		
090101 090103	<i>POLS</i>	Political Science and Policy Studies Political Science Policy Studies
090399 090303 090316	<i>SOST</i>	Studies in Human Society Anthropology Women's Studies
090301	<i>SOSC</i>	Sociology
090305	<i>HIST</i>	History
090306	<i>ARTH</i>	Art History
090314	<i>MAOR</i> or <i>TIKA</i>	Tikanga - Māori Customs

090513	COUN (see also under 06) CDEV	Counselling Career Development
090599	HWSS	Human Welfare Studies and Services <i>Social Work</i> <i>Children's Services</i> <i>Youth Work</i> <i>Support for the Older Person</i> <i>Care for People with Disabilities</i> <i>Community Client Care</i>
090599	CONF	Conflict Resolution
090599	SOIN	Social Innovation
090515		Welfare Studies
090503	ECEC	Nannying and Early Childhood Care
090701	PSYC	Psychology
090799		
090999	LAWS	Law
090903	HLAW (see also under 06)	Health Law
090905		Constitutional Law
090907		Criminal Law
090909		Family Law
090911		International Law
090913		Taxation Law
0911		Legal Practice
		<i>Justice and Law Enforcement</i>
		<i>Justice Administration</i>
		<i>Legal Studies</i>
		<i>Police Studies</i>
090901	COML	Business and Commercial Law
091303	LIBR	Librarianship ,Information Management and Curatorial Studies <i>Librarianship, and Information Management</i> Curatorial Studies
	ARDN (see also under 10)	Art and Design
091501	ENGL	English Language
091523		Literature
091502	MAOR	Te Reo Māori
091504	CHIN	Chinese
091504	JAPA	Japanese
091504	NZSL	New Zealand Sign Language
091504	SPAN	Spanish
091506	ESOL	English for Speakers of Other Languages
091519	TRIN	Translating and Interpreting
091521	LING	Linguistics
091599		
091701	PHIL	Philosophy
091703		Religious Studies
091901	ECON	Economics and Econometrics
091903		Economics
		Econometrics
092100	SPOR	Sport and Recreation
092199		
092101		Sport and Recreation Activities

092103		Sports Coaching, Playing, Officiating and Instructing
099999	CLSY	Other Society and Culture <i>Community, Whanau, Family and Consumer Studies</i> <i>Security Services</i>
099902	PACS	Cultural Studies Pacific Studies
099903	CRIM	Criminology
<b>Creative Arts</b>		
100199 100106	PERF	Performing Arts Nga Mahi a Rehia (Māori Performing Arts)
100101	MUSC	Music
100103		<i>Drama and Theatre Studies</i>
100105	DANC	Dance
100399 100301	VSAR (see also under 1099)	Visual Arts <i>Visual Arts and Crafts</i> Fine Arts
100303	GRAD (see also under 03 and 1005)	Graphic Design <i>Photography</i>
100305	VSAR (see also under 1099), FASD (see also under 03 and 1005) or TEXD (see also under 03 and 1005)	<i>Crafts</i>
100306 100307 100309		<i>Mana Whakairo (Māori Carving)</i> <i>Jewellery Making</i> <i>Floristry</i>
109900 109999	VSAR (see also under 1003), ARDN (see also under 09 and 1005) or CTEC (see also under 03)	Other Creative Arts Creative Technologies
100501 100500 100599	GRAD (see also under 03 and 1003) PRDD SPAD DIGD ARDN (see also under 09 and 1099) ADVT (see also under 08 and 1007) DESN	Graphic Design  Product Design Spatial Design Digital Design Art and Design [not elsewhere classified] Advertising  Graphic Arts and Design Studies  Design
100503	TEXD (see also under 03 and 1003)	Textile Design
100505	FASD (see also under 03 and 1003)	Fashion Design  <i>Nga Mahi a te Whare Pora (Māori Weaving)</i>
	COMM (see also under 100703) ADVT (see also under 08 and 1005) DIGM	Communication Advertising  Digital Media

100799 100701 100705 100707	<i>CIND</i> <i>RADC</i> <i>TVSP</i> (see also under 100703) <i>PUBL</i> (see also under 08)	Creative Industries Radio Television and Screen Production  Public Relations  Communication and Media Studies Audio Visual Studies Written Communication Verbal Communication
100707	<i>CWRT</i>	Creative Writing
100703	<i>JOUR</i> <i>COMM</i> <i>TVSP</i>	Journalism, Communication and Media Studies Communication
<b>Hospitality</b>		
110101 110199	<i>HOSP</i>	Hospitality
110107	<i>PATS</i>	(Patisserie)  Baking and Pastry Making
110103 110109  110111	<i>CULN</i> or <i>GAST</i>	(Culinary Arts) or (Gastronomy)  Food and Beverage Service Cookery <i>Butchery</i> Food Hygiene
<b>Mixed Fields</b>		
120105	<i>LSKL</i>	Learning Skills

**Key:**

if	MOE alpha code non italic	Ministry of Education Alpha Code
if	<i>Alpha Code in italics</i>	Not a Ministry of Education Alpha Code available but a suggested code
if	<i>Subject area in italics</i>	No AUT courses are coded to this NZSCED subject area.
if	<i>NZSCED code in italics</i>	No AUT courses are coded to this NZSCED code