



Naming of Qualifications Guidelines

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1. PURPOSE

This document provides developers who are considering developing new qualifications, majors, specialisations or course pathways with guidelines on the naming conventions to be used at AUT.

2. SCOPE

These guidelines apply to all qualifications, majors and specialisations in the University.

3. DEFINITIONS

For definitions go to the glossary of terms at [Definitions](#)

Key terms used in this document:

Qualification	A degree, diploma or certificate that complies with the CUAP definitions and is awarded on successful completion of an approved programme. <i>e.g. Bachelor of Arts</i>
Programme	A prescribed set of one or more courses leading to a qualification.
Course	The smallest unit of work in which a student can enrol, identified by a unique number, and delivered by means of lectures, tutorials, seminars, practical requirements etc, or in distance mode by correspondence or electronically. The length of a course is generally one semester. In appropriate combinations, courses fulfil programme requirements and thus contribute to qualifications.
Course of study	A sequence of courses taken by a student within one more qualifications.
Title of the Qualification	The full official University name of the award as approved in the CUAP proposal. <i>e.g. Master of Education</i>
Qualification abbreviation	The abbreviation or acronym of the award as approved in the proposal to CUAP. The abbreviation appears in the Calendar, or other formal documentation where appropriate, and would appear after a person's name on a business card. It should be meaningful but as short as possible. It should follow the existing conventions or abbreviations already approved for the qualification and any existing field or discipline. <i>e.g. LLB, BA, ME</i>
Named degree (also specialist or professional degree)	Normally, a qualification with a heavy concentration in a particular sub-discipline. The qualification title reflects the sub-discipline. Often such a qualification is linked to particular profession. The course of study is usually less flexible and would not usually have majors if degree is at bachelor's level. <i>e.g. Bachelor of Health Science (Midwifery), Bachelor of Laws</i>

Generic degree	<p>Normally, an award covering a broad field or discipline that offers a variety of course of study pathways. Generic degrees provide more flexibility and choice in their structure than named or specialist degrees, and often include a selection of majors or specialisations in which students may specialise.</p> <p><i>e.g. Bachelor of Business, Master of Health Sciences</i></p>
Double Degree	<p>A double degree programme comprises two individually approved qualifications of the student's choice undertaken concurrently or consecutively. The requirements for each degree must be completed.</p> <p>The two constituent degrees may have overlapping courses which are credited to both qualifications via recognition of prior learning regulations. This enables the student to complete both degrees in less time than it would take to earn them separately.</p>
Conjoint Programme of Study	<p>A conjoint programme comprises a combination of two existing degree qualifications from one institution into a concurrent programme of study through an approved set of regulations.</p> <p>The conjoint course of study usually includes equal components of the constituent degrees and regulations are approved by CUAP. Designing a conjoint programme of study requires determining the overlapping and exempted courses in order for the two degrees to be completed in a shorter time period than if completing each of the constituent degrees separately. Two three-year degrees must not be less than 510 points in a conjoint regulation.</p>
Major	<p>"A substantial component of a degree (usually at least one third and often consisting of one subject only) selected by the student, in accordance with the regulations, as the principal area of study for the degree." (CUAP definition)</p> <p>A major is a coherent grouping of courses in a particular academic field of study within an <u>undergraduate</u> qualification. The educational purpose of a major is to require a student to specialise in a single discipline or a coherent field of study within a sub-discipline of the qualification. A major and the regulations to achieve a major are approved by CUAP. A major in an undergraduate degree involves sequential study in which the study is progressively developed to the point where a student specialises in a sub-discipline and is prepared for postgraduate study in that discipline.</p>
Double Major	<p>Two separately approved majors undertaken within one degree. Both majors are subfields or sub disciplines of the field or discipline of the qualification.</p>
Additional Major	<p>A second major chosen from the University's Additional Majors and Minors schedule that can be taken by students in specified AUT bachelor's degrees. An additional major can be any sub discipline or subfield and is chosen by a student to complement or broaden their area of study. An additional major must be 120 points with 45 points at level 7.</p>

Minor

A minor is a prescribed course of study, in a subject area with less depth than a major. It may be completed to complement, or as an addition to, a major. The minor is at least one-sixth of a three-year bachelor's degree. A minor is normally 60 points in a subject area and must have a minimum of 15 points at level 7.

Specialisation

A coherent group of related courses in a particular area of study within a postgraduate qualification.

4. CONSIDERATIONS WHEN NAMING A NEW QUALIFICATION

4.1. Named degree versus generic degree

When naming a degree, it is important to consider whether the degree will be named or generic, possibly with majors.

Pedagogical and disciplinary factors determine the most appropriate degree name. In general, a named degree should contain a greater concentration of studies in a particular sub discipline or subfield than a generic degree. It must have clearly defined characteristics that set it apart from the generic degree, for example less flexibility of choice, cohort based, external placement component, external professional accreditation. Smaller student numbers, a well-defined target market and employment outcome are key features of named degrees.

Degrees that seek to include majors in different subfields aim to have a broader focus in terms of graduate outcomes than named degrees.

In the absence of academic reasons, degree conventions of New Zealand, degree conventions in Australia and to a lesser extent other countries, marketing or promotional factors **should not** determine the development of a degree or choice of name.

4.2. Principle of enduring qualifications and titles

Each qualification that AUT develops needs to be considered in terms of durability. Students and graduates expect to see their qualification and the title of their qualification remaining long after they have left the university. Once a qualification is no longer offered by AUT it ceases to remain on any searchable database. Stability of the qualification reflects on the quality of qualification – “stood the test of time”, employers and other universities may do reference checks and if a qualification is not listed this reflects badly on the qualification, the AUT graduate and the University. There is also a strong case for greater uniformity across universities in the use of titles for undergraduate and postgraduate degrees as students are seeking employment and further study options in a global marketplace.

4.3. Considerations when naming a pathway in a degree or major

When naming a new area of study in an existing qualification it is important to consider whether the new subject area is sufficiently distinct to be classified as a major or specialisation. Factors that should influence this decision include whether the subject area is not currently incorporated in an existing major; is this a field or discipline that students can do postgraduate study in; and, whether it occurs as a named area in other degrees in New Zealand and overseas. By being very specific about what constitutes a major you could be limiting student options to progress to postgraduate study especially at other universities. Students also are likely to have many career changes and a broader major allows them to emphasise different parts of their qualification for different positions. If there is overlap with another named major subject, there should be no more than 30 points held in common.

Within a major a pathway of study can be promoted and identified that enables students to specialise further within the subfield. This can be accommodated through student advice and course handbooks and promotional material.

It is important that regulations remain flexible to enable concentrated areas of study to emerge. It is not good practice to create majors or specialisations that have a short-term currency, are likely to have low student numbers, and are marginally resourced in terms of courses and staff research. Any reputational advantages should be considered with respect to the whole qualification and not just an area within a qualification.

5. TYPES OF BACHELOR'S DEGREES AND NAMING

The table below shows the range of naming options of types of bachelor's degrees.

Title (as on transcript)	Title and extra wording (as on testamur)	Qualification abbreviation	Degree type
Bachelor of Health Science	<u>Bachelor of Health Science</u>	BHSc	Generic
Bachelor of Health Science majoring in Health Promotion	<u>Bachelor of Health Science</u> <i>in Health Promotion</i>	BHSc	Generic with major
Bachelor of Health Science (Midwifery)	<u>Bachelor of Health Science</u> (Midwifery)	BHSc(Mid)	Named degree
Bachelor of Laws	<u>Bachelor of Laws</u>	LLB	Named degree

6. HOW WILL QUALIFICATIONS BE REFLECTED ON AWARD DOCUMENTATION?

6.1. Award documentation

6.1.1. Transcript

The transcript should show the full qualification title, specialisations or majors and minors, list of individual courses taken by the student.

6.1.2. Parchment

The parchment shows the title of the qualification and in most cases will show the major or specialisation (refer to 6.3 below). If the major is not reflected on the parchment this will be because of special request at the time the qualification was approved.

Minors will not appear on the parchment. Minors appear on the transcript.

6.1.3. Parchment addendum

The provision exists for programmes to offer additional information regarding their course of study. This document is a formal AUT document on good quality course that enables greater detail of the course of study of an individual student such as pathway within a major, or across two or more qualifications. This document can be used to reflect the meeting of specific professional registration requirements or for

other purposes. The approval of information on this is subject to the Board of Studies or Faculty.

6.2. Honours, distinction or merit

The awards that can be offered with Honours are:

- Bachelor with Honours degrees with three classes of Honours -
 Honours (First Class) (1st Class)
 Honours (Second Class, First Division) (2:1)
 Honours (Second Class, Second Division) (2:2)
- Master's degrees which include at least 40 points of a research project -
 Honours (First Class) (1st Class) where the grade point average is within an A-grade or higher.
 Honours (Second Class, First Division) (2:1) where the grade point average is within a B+ grade or higher.
 Honours (Second Class, Second Division) (2:2) where the grade point average is within a B- grade or higher.

The awards that can be offered with Merit or Distinction are:

- Master's degrees without a specified research project of 40 points or more (course work or taught masters) can award the degree with merit or distinction -
 - Distinction can be awarded where the grade point average is within an A-grade or higher.
 - Merit can be awarded where the grade point average is within a B+ grade
- Qualifications that have been specifically approved to include merit or distinction as part of their approval.

It is important that qualifications follow the conventions around awarding honours of other universities. The award of honours or distinction provides entry to further study at other universities and thus needs to be meaningful in that broader context.

The class of honours, distinction or merit should be included on the parchment and transcript where this applies for individual students.

6.3. Undergraduate awards

Award	Parchment	Transcript	Wording on parchment
	Students receive:		
Conjoint programme of study or double degree	Two parchments, one for each degree	One transcript reflecting student's course of study	Bachelor of [field/discipline] + major
Bachelor's degree with a single major	A parchment with the degree title and major	Transcript reflecting course of study and major	Bachelor of [field/discipline] + major e.g. <i>Bachelor of Arts in Psychology</i> e.g. <i>Bachelor of Business in Marketing</i> Brackets would not normally be used as these would reflect a named degree (see example above in Section 5.)
Bachelor's degree with double major or additional major	A parchment with the degree title and majors The majors will be in alphabetical order. However, in the case of an additional major this will always come second to the host major.	Transcript reflecting course of study and majors	Bachelor of [field/discipline] + majors [in alphabetical order] e.g. <i>Bachelor of Arts in Creative Writing and Psychology</i> e.g. <i>Bachelor of Business in Finance and Analytics</i>
Bachelor's degree with a minor	A parchment without minor identified	Transcript reflecting course of study including minor	Bachelor of [field/discipline]
Diploma	A parchment with the diploma title <i>If diploma has a subject endorsement then this may be included.</i>	Transcript reflecting course of study	Diploma in [field/discipline] e.g. <i>Diploma in Business</i> e.g. <i>Diploma in Arts in xxx</i>
Certificate	A parchment with the certificate title	Transcript reflecting course of study	Certificate in [field/discipline] e.g. <i>Certificate in Business</i>

6.4. Graduate and postgraduate awards

Award	Parchment	Transcript	Wording on parchment
	Students receive:		
Graduate Certificate and Graduate Diplomas	A parchment with the graduate diploma or graduate certificate title	Transcript reflecting course of study	Graduate Diploma in [field/discipline] Graduate Certificate in [field/discipline] e.g. <i>Graduate Diploma in Secondary Teaching</i>
Postgraduate Certificate and Postgraduate Diplomas	A parchment with the postgraduate diploma or postgraduate certificate title	Transcript reflecting course of study	Postgraduate Diploma in [field/discipline] Postgraduate Certificate in [field/discipline] e.g. <i>Postgraduate Certificate in Education</i>
Bachelor's degree with Honours including those with specialisation	A parchment with the degree title *	Transcript reflecting student's course of study and level of honours (if applicable)	Bachelor of [field/discipline] (honours) * e.g. <i>Bachelor of Art and Design (Honours)</i>
Master's Degree no specialisation	A parchment with the degree title *	Transcript reflecting course of study	Master of [field/discipline] * e.g. <i>Master of Public Health</i>
Research Master's Degree with specialisation	A parchment with the degree title. Normally a specialisation is not included in the title for a research masters without prior approval.* The specialisation needs to constitute 40% or more of the qualification and needs to be submitted as an endorsed specialisation	Transcript reflecting course of study and specialisation	Master of [field/discipline] * e.g. <i>Master of Engineering</i> <i>with a specialisation:</i> e.g. <i>Master of Health Science in Psychology</i>

Award	Parchment	Transcript	Wording on parchment
	Students receive:		
Coursework Master's degree with specialisation	A parchment with the degree title and specialisation**	Transcript reflecting course of study and specialisation	Master of [field/discipline] + specialisation** e.g. <i>Master of Business Administration in Marketing</i>
Master of Philosophy	A parchment with the degree title The specialisation e.g. bioethics, is not part of the title	Transcript reflecting course of study	Master of Philosophy
Doctor of Philosophy	A parchment with the degree title Field of study not included on the parchment	Transcript reflecting course of study	Doctor of Philosophy
Named Doctorate	A parchment with the degree title	Transcript reflecting course of study	Doctor of [field/discipline] e.g. <i>Doctor of Education</i>

*Including level of Honours where appropriate for individual students

**Including distinction or merit where appropriate for individual students

7. CONSIDERATIONS WHEN NAMING A NEW COURSE

Roman numerals should be used in course names where there is progression within the subject area. Where courses are at the same level and are an extension of a topic area, then '*[course title] Part A*' or '*[course title] A*' should be used.

8. POLICY BASE

Programme Approval Policy

9. ASSOCIATED DOCUMENTS

AUT Calendar

10. APPENDIX1: ABBREVIATIONS

The qualification abbreviations below are those currently in use at the AUT and are the accepted form for most Commonwealth Universities. Subject area abbreviations should reflect existing conventions found in the AUT Calendar.

Qualification abbreviations

Certificate	Cert
Diploma	Dip
Bachelor's	B
Graduate Certificate	GradCert
Graduate Diploma	GradDip
Postgraduate Certificate	PgCert
Postgraduate Diploma	PgDip
Bachelor with Honours	B (Hons)
Masters	M
Master of Philosophy	MPhil
Doctorate (coursework)	D
Doctorate	PhD

11. APPENDIX 2: ADDENDA

What is an addendum used for?

- a pathway within a major or qualification
- industry or professional body connections (including registration, workplace hours etc)

Notes:

- A4 size
- no seal
- layout similar to parchment, same fonts
- quality paper
- issued at the same time as the parchment
- not for every qualification
- pathways etc identified on the website

Addenda will consist of:

AUT crest

Auckland University of Technology
Te Wananga Aronui O Tamaki Makau Rau

Qualification name
(exactly the same as the parchment, including majors, honours etc)

Awarded to

Student name
(exactly the same as the parchment)

Optional field

- Who has completed a pathway in XXX
- Who has completed a thesis/dissertation titled XXX
- Who has completed XXX hours of work placement / clinical hours etc
- Who has completed courses XXX

Signatures: Academic Registrar and Dean

Date Granted
(exactly the same as the parchment)