

Course Naming and Numbering Schedule



1 Purpose

To establish how Courses will be named and numbered.

2 Scope

This schedule must be read in conjunction with the Program Accreditation Procedure and is subordinate to it.

This schedule applies to all Courses.

3 Schedule

Please note that the numbering of Courses does not directly relate to the Australian Qualifications Framework (AQF) Level of a program.

1. The School shall appoint an Examiner and a Moderator for each Course.
2. Examiners shall be members of staff of the University. Moderators may be appointed from outside the University.
3. The Unit value or weighting for an On-campus Course must not be more than four Units. The Unit value or weighting for an External Course and for an Online Course must not be more than two Units.
4. Each Course offer shall be defined by a Course Specification that contains the following information:
 - a. rationale and synopsis of the Course
 - b. objectives of the Course
 - c. details and weighting of topics to be covered
 - d. texts and materials required to be purchased or accessed and other reference material
 - e. Student workload
 - f. format, timing and weighting of Assessment Items

- g. the Formal Examination period when Deferred Assessment/Supplementary Examinations will be held
- h. penalties for late submission of Assessment Items
- i. name of the Examiner of the Course
- j. the requirements for Students to be deemed to have satisfactorily completed each Assessment Item in the Course Specification
- k. the method of combining the results from each Assessment Item to produce the Students' Final Grade for the Course
- l. the requirements for the Student to be awarded a passing Final Grade in the Course
- m. a statement about attendance requirements where there are safety issues involved, use of equipment, professional body requirements, links between objectives and attendance, etc.
- n. any other requirements deemed necessary by the Examiner or the School.

5. Each Course Specification will be approved by the School before publication on the website.

6. It is the responsibility of the School and the Examiner to ensure that Course Specifications are accurate and up to date. Any changes to Course Specifications made after the first day of the Semester are subject to the same policies for approval and notification as stated above.

7. The Course numbering system will be alpha-numeric, with a three letter alpha code representing subject area and a four digit numeric code with the first digit of that code allocated in accordance with the following to generally indicate the level of difficulty of the Course.

A	Courses designed for use in Non-Award or Enabling Programs will have a first digit of 7.
B	<p>Courses designed for use in undergraduate programs including associate diplomas, diplomas, advanced diplomas, associate degrees, bachelor's pass degrees, bachelor's graduate entry and bachelor's honours programs will have a first digit of 1, 2, 3 or 4 as follows:</p> <p>a. Courses that require no prerequisite study at university level will have a first digit of 1. Typically, these Courses will be in the first or second Semester of an</p>

	<p>undergraduate program.</p> <p>b. Courses that require prerequisite study at university level and are typically found in the second, third or fourth Semester of an undergraduate program will have a first digit of 2. These Courses would also typically have one or more level 1 or level 2 Courses as pre-requisites but may also have no formal prerequisites.</p> <p>c. Courses that require pre-requisite study at university level and are typically found in the fourth, fifth or sixth Semester of an undergraduate program will have a first digit of 3. These Courses would also typically have one or more level 2 or level 3 Courses as prerequisites.</p> <p>d. Courses that are typically found in the seventh or eighth Semester of an undergraduate program will have a first digit of 4. These Courses would also typically have one or more level 3 or level 4 Courses as prerequisites.</p>
C	Level 5 and Level 8 Courses are postgraduate Coursework Courses. Level 8 Courses are generally considered as having a higher level of difficulty and/or requiring more prerequisite knowledge and/or skills than Level 5 Courses.
D	Level 9 Courses are postgraduate research dissertation Courses.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Pro Vice-Chancellor (Students)
Policy Type	University Procedure
Policy Suite	Academic Programs and Courses Policy
Approved Date	2/7/2020
Effective Date	2/7/2020
Review Date	28/3/2017
Relevant Legislation	Program Accreditation Procedure
Related Policies	
Related Procedures	Program Accreditation Procedure

Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Assessment Item</p> <p>An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may consist of Assignments or Formal Examinations and may be Formal, Informal, Formative or Summative in nature.</p> <p>Course</p> <p>A discrete element of a program, normally undertaken over a single Teaching Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.</p> <p>Course Specification</p> <p>A written specification of the objectives, content, assessment methods, and other relevant details of a Course.</p> <p>Coursework Course</p> <p>A subject of study, defined by a Course Specification, for which Students may be awarded a Final Grade where the method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.</p> <p>Deferred Assessment</p> <p>An Assessment Item (Assignment or Formal Examination) offered by the Examiner of a Course to Students on the basis that they could not attend a scheduled Formal Examination or submit a scheduled Assignment due to Special Circumstances. In the situation where the Examiner requires students to submit an Assignment prior to the last date for submitting Final Grades for the Course an extension should be granted rather than a deferral.</p> <p>Enabling Program</p> <p>A program for disadvantaged Students which meets Commonwealth guidelines for such programs and from which successful completion leads to automatic Admission into an Academic Program of the University.</p> <p>Examiner</p>

A University staff member, normally an academic staff member, continuing or fixed term, appointed to be responsible for the conduct and Assessment of a Course in accordance with the prescribed Course Specification.

[External Course](#)

A Course, the delivery of which includes short-term attendance at a University campus or other nominated location for activities such as residential schools, practicums or professional placements. All other Course communication, provision of learning materials and handling of Assessment is normally Online. Students can be expected to attend a Formal Examination at a University approved examination site.

[Final Grade](#)

A Final Grade is a code that normally represents the outcome of the Assessment of a Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.

[Formal Examination](#)

A Summative Assessment Item in the form of an Examination held during the Formal Examination Period.

[Moderator](#)

University staff member appointed to ensure that Assessment instruments and their use are appropriate in determining if Students have achieved the stated objectives of a Course. The duties of the Moderator include review and endorsement of the Course Specification, Assessment instruments and grading of Students and, as required, involvement in appeals.

[Non-Award Program](#)

A sequence of study which does not lead to an Award.

[On-campus Course](#)

A Course, the delivery of which includes regular On-campus activities such as lectures, tutorials, workshops or laboratory/practical sessions. Other Course communication, provision of learning materials and handling of Assessment is normally Online. Students can be expected to attend a Formal Examination at a University approved examination site.

[Online Course](#)

A Course, for which the delivery, Course communication, provision of learning materials and handling of Assessment are Online. Students can be expected to attend a Formal Examination at a University approved examination site.

[Semester](#)

The period of time during which instruction is provided, learning is undertaken and Assessment is carried out. There are three periods during an Academic Year known consecutively as Semester 1, Semester 2 and Semester 3.

[Student](#)

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

[Supplementary Examination](#)

An Examination offered to Students who have undertaken all the required Assessments in that Course but have not demonstrated satisfactory levels of achievements in all of the objectives considered as essential for passing the Course.

[Unit](#)

This is an indicator of the value of a Course. Most Courses are valued at one Unit. Units are used to track progress towards completing a program. (The term used prior to 2002 to describe a Course)

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

Definitions that relate to this schedule only

Keywords

Record No

14/703PL

