Higher Education Course Design and Architecture Procedure

Policy code:	AG2121
Policy owner:	Deputy Pro Vice-Chancellor (Learning and Teaching)
Approval authority:	Pro Vice-Chancellor, Learning and Teaching
Approval date:	24 August 2026
Next review date:	24 August 2029

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Purpose

Federation University's Higher Education HE Course Design and Architecture provides the guiding framework and minimum requirements for Federation coursework courses from AQF Level 5 to AQF Level 9. The modular design facilitates clear structures as well as entry and exit points for all award courses. It foregrounds Co Operative Education (Co-Op) as a central feature of a Federation course and ensures students have flexibility to plan a pathway through their degree that best supports their career aspirations and personal interests. All award courses must be designed in accordance with this Framework as well as in accordance with the AQF by 2029. The procedure highlights credit points (cp) commitments across unit type and course variations.

Scope

The Course Architecture applies to all Federation higher education coursework award courses from AQF Level 5 to AQF Level 9 that are accredited through Academic Board.

Legislative context

- Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework, Second Edition, January 2013
- Federation University Australia (Academic) Regulations 2022
  - Part 3 – Establishment and Review of Courses and Units
- Federation University Australia (Student) Regulations 2022
  - Part 2, Division 1 – Selection
  - Part 3 Division 2 – Academic credit
- Student Awards Procedure
- Approval and Maintenance of Higher Education Courses Procedure
- Honours Course Guidelines

Course design principles

Federation's courses are designed to meet the needs of students, industries and communities and are designed according to the following principles:

Federation's courses:

1. Will maintain rigorous standards by aligning with regulatory and AQF compliance requirements, meeting professional accreditation standards where relevant and ensuring regular course quality reviews.
2. Will be constructively aligned to ensure the sequential development of knowledge and skills across each level of learning and to ensure the relationship between unit and course learning outcomes, learning and teaching activities and assessment is clearly articulated.
3. Will be student-centric, whereby students are active learners and co-creators of their learning experience.
4. Will align with FedTASKs to equip graduates with transferable and work-ready skills and Federation's graduate attributes.
5. Will be designed in partnership with community and industry as Australia's first Co-Operative University to provide students with opportunities to experience authentic career related activities embedded in the course.
6. Will be flexible enough for students to choose a learning pathway that supports their career aspirations and personal interests.
7. Will be inclusive of and accessible to learners of all genders, multicultural backgrounds, ability and First Nations Peoples and will enable global study opportunities.
8. Will be sustainable and designed in alignment with the UN Sustainable Development Goals.

Definitions

Component	Description	Size
Core Units	Core units in undergraduate courses are required units, normally foundational	Standard Bachelor courses: 120 cp

	studies, that are common across a course, regardless of the major taken by a student. Core units are independent of majors and minors. Core units in postgraduate courses are any required units.	Accredited courses: variable
Co-Op	Co-Operative Education (or Co-op) combines academic study with practical work experience (paid where permitted) and is supported by professional identity / career readiness studies. Co-Op is included in the Core Studies of Bachelor, Bachelor (Honours) and Master degrees.	
Major	An undergraduate major comprises 120 cp of units in a specific discipline where units are scaffolded from an introductory level through to advanced studies. Majors normally have no more than 30cp at Level 1 and must include at least 45cp at Level 3.	120cp
Double Major	A double major comprises 240 cp of units in a specific discipline where units are scaffolded from an introductory level through to Honours level studies. Double Majors must have no more than 30 cp at Level 1 and include at least 60 cp at Level 4.	240cp
Foundation Studies	Foundation Studies comprise an initial sequence of postgraduate units designed to establish essential knowledge, skills and capabilities required for success in the remainder of the degree. These units ensure all students develop a common platform of disciplinary understanding and professional practice standards.	60cp
Specialisation	Sub-bachelor or Master courses may include a specialisation, which provides focused studies in a specific area. Students normally have a choice of specialisations. For sub-bachelor courses, the specialisations are subsets of the majors offered in the related Bachelor degree.	60cp
Other studies	The Other Studies component in a course structure provides students with the flexibility to choose another	120cp

	accredited component (e.g. second Major, Minor or Cognate Minor) or select electives of their choosing.	
Minor	A minor comprises 60cp of units in a coherent discipline or field. Minors are available to all students across the University and thus none of the units in minors can have pre-requisites for units that are not included in the minor. In other words, a student must be able to complete all units in a minor without having to enrol in additional pre-requisite units.	60cp
Cognate minor	A Cognate Minor comprises 60 cp of units and typically provides advanced studies in a specific discipline and are restricted to students in nominated course(s) and/or majors. Units in Cognate Minors may have pre-requisites that are not included in the Cognate Minor, but which are included in the core studies or related major of the course(s).	60cp
Elective	Units offered across the university are normally available to students to enrol in as elective units. Students are responsible for ensuring they meet any pre-requisites. Units in professional courses (such as those with accredited placement components) may not be available as general electives for students outside the course.	Varies by course

Types of awards

Award Type	Description	AQF level	Size
Undergraduate Certificate	Undergraduate Certificates are typically used as exit points, though in some instances may be offered as entry points. They can serve as a pathway into Year 1 of a Bachelor degree or into an HE	5,6,7	60cp

	Diploma or Associate Degree.		
Higher Education Diploma	Higher Education Diplomas are typically used as exit points, though in some instances may be offered as entry points. They can serve as a pathway into Year 2 of a Bachelor degree or into an Associate Degree.	5	120cp
Associate Degree	Associate Degrees are typically used as exit points, though in some instances may be offered as entry points. They can serve as a pathway into Year 3 of a Bachelor degree.	6	240cp
Bachelor	A Bachelor degree is a standard undergraduate award that typically includes broad core studies, which includes Co-Op, and a discipline specific major. Students often have access to opportunities to broaden their learning through Other studies that may comprise a minor or a series of elective units. They can serve as a pathway into a one-year standalone Honours degree or into postgraduate coursework or research degrees.	7	360 or 480 cp
Bachelor (Honours)	Bachelor (Hons) degrees have an	8	480 cp

	embedded Honours year, normally at the end of three years of Bachelor studies, which combines coursework and research. They can serve as a pathway into postgraduate coursework or research degrees.		
Bachelor (Honours) (1 Year)	A standalone Honours degree is a single year of study (or equivalent) following on from a Bachelor degree that combines coursework and research. It is intended for graduates of cognate Bachelor degrees, normally with restrictive entry based on GPA and/or other requirements. They can serve as a pathway into postgraduate coursework or research degrees.	8	120cp
Double Degree	A program of study that includes two undergraduate or two postgraduate degrees, normally including the core and one major (UG) or core and specialisation (where available) (PG) from each course.	7, 8, 9	360, 480 or 600 cp
Professionally Accredited Degree	A degree that requires external accreditation from a professional body to	7, 8, 9	240, 360 or 480 cp

	enable the graduate to practise in that profession.		
Graduate Certificate	An introductory level postgraduate qualification, typically for graduates from non-cognate disciplines. They may also be used as short-form specialist qualifications to deepen knowledge in a specific discipline. A Graduate Certificate is typically nested in a related Graduate Diploma and/or Master degree and can be offered as an entry point and/or an exit point.	8	60 cp
Graduate Diploma	An intermediate postgraduate qualification that extends knowledge in a specific discipline. A Graduate Diploma is typically nested in a related Master degree and can be offered as an entry point and/or an exit point.	8	120 cp
Master degree (Coursework)	A Master by coursework degree is a postgraduate course qualification that typically provides breadth or depth of learning in a related or new discipline. The length of the Master degree by	9	120 or 180 or 240 cp

	coursework is dependent on the entry qualification: • 120 cp Master degree by coursework normally requires entry on the basis of a cognate AQFLevel 8 award (Graduate Certificate, Graduate Diploma or Bachelor (Hons). • 180 cp Master degree by coursework normally requires entry on the basis of a cognate AQF Level 7 awards (Bachelor degree in a related field) • 240 cp Master degree by coursework normally requires entry on the basis of any AQF Level 7 award.		

Levels of study

Courses should be scaffolded across each level to enable students to progressively develop and deepen their disciplinary knowledge and skills. Each Level of Study broadly corresponds with an AQF level (noting that the AQF applies to overall courses not to individual units), with the Unit Code denoting the Level of Study for that unit. Although the level of a unit normally corresponds to the year in which the unit is completed, it is not an absolute relationship. For example, Level 1 units might sit in Year 2 within a Course Plan.

Level	AQF	Description	Related Awards
1	**5**	**Level 1 units:** • are typically introductory and designed to build the foundation at the beginning of the course; • normally do not include	UG Certificates; HE Diplomas; Associate Degrees; Bachelor; Bachelor (Hons)

		prerequisites but may include assumed knowledge if subject requisites are specified in the course entry criteria; and • normally reflect the exit standard for HE Diplomas.	
2	**6**	**Level 2 units:** • are typically intermediate and require a greater depth of disciplinary knowledge than Level 1; • may build on the learning outcomes of units in Level 1 and thus might require pre-requisites; and • normally reflects the exit standard for Associate degrees.	Associate Degrees; Bachelor; Bachelor (Hons)
3	**7**	**Level 3 units:** • are typically advanced, require a greater depth of disciplinary knowledge than Level 2 and normally approach mastery of a discipline; • may build on the learning outcomes of units in Level 2 and thus might require pre-requisites; and • normally reflects the exit standard for Bachelor degrees.	Bachelor; Bachelor (Hons)

4	**8**	**Level 4 units:** • are associated with the final year of a Bachelor (Honours) degree or an independent Honours year; • require greater depth of disciplinary knowledge than Level 3 and have an emphasis on independent research; • may build upon the outcomes of units at Level 3 and thus might require pre-requisites; and • normally reflects the exit standard for Bachelor (Honours) degrees.	Bachelor (Hons)
6	**8**	**Level 6 units:** • are typically introductory at a postgraduate level, with units designed to build foundational knowledge for students without cognate disciplinary knowledge or experience. Alternatively, these may be specialist professional units that build on cognate undergraduate studies. • should not include prerequisites but may include assumed	Graduate Certificate; Graduate Diploma; Master by Coursework

		knowledge if subject requisites are specified in the course entry criteria; and • normally reflect the exit standard for Graduate Certificates	
7	**8**	**Level 7 units** • are typically intermediate at a postgraduate level, and require a greater depth of disciplinary knowledge than Level 6; • may build on the learning outcomes of units in Level 6 and thus might require pre-requisites; and • normally reflects the exit standard for Graduate Diplomas.	Graduate Diploma; Master by Coursework
8	**9**	**Level 8 units:** • are typically advanced at a postgraduate level and require a higher degree of advanced disciplinary knowledge than Level 7; • includes an emphasis on independent research; • may build on the learning outcomes of units in Level 7 and thus might require pre-requisites; normally reflects the exit standard	Master by Coursework

		for Master degrees.	

Awards

1. Higher Education Undergraduate Certificate AQF Level 5, 6 or 7

1.1 Overall Rules

1.1.1 An Undergraduate Certificate comprises 60 credit points of units.

1.1.2 An Undergraduate Certificate includes Core Studies (60cp). Optional units or electives are not permitted.

1.1.3 There must be a pathway from an Undergraduate Certificate to a higher qualification at AQF Level 5, 6 and/or 7 with full credit.

1.1.4 Although Undergraduate Certificates are not located in any particular AQF level, they should be regarded typically as an introductory award.

2. Higher Education Diploma AQF Level 5

2.1 Overall Rules

2.1.1 An HE Diploma comprises 120 credit points of units.

2.1.2 An HE Diploma includes Core Studies (60cp), a Specialisation (30cp) and Other Studies (30cp).

2.1.3 There must be a pathway from an HE Diploma to a higher qualification at AQF Level 6 and/or 7 with full credit.

2.2 Core Studies

2.2.1 Core Studies comprise at least 60 credit points.

2.2.2 Core Studies must comprise common units without any choices or options. For the avoidance of doubt, the Core Studies must be the same for each related specialisation that may be included in the HE Diploma.

2.3 Specialisation

2.3.1 A specialisation comprises 30 credit points of units consisting of a subset of units from a major in the cognate Bachelor degree.

2.3.2 A specialisation must not have any options or choice of units.

2.3.3 Units included in the specialisation cannot also be included in the Core Studies.

2.4 Other Studies

2.4.1 Other Studies comprise 30 credit points of units allowing students to choose elective units.

2.4.2 A short list of recommended elective units will be made available to students.

3. Associate Degree AQF Level 6

3.1 Overall Rules

3.1.1 An Associate Degree comprises 240 credit points of units.

3.1.2 An Associate Degree includes Core Studies (60cp), a Specialisation (60cp) and Other Studies (120 cp).

3.1.3 Each degree can contain a maximum of 120 credit points of Level 1 units.

3.2 Core Studies

3.2.1 Core Studies comprise at least 60 credit points.

3.2.3 Core Studies must comprise common units without any choices or options. For the avoidance of doubt, the Core Studies must be the same for each related specialisation that may be included in the Associate Degree.

3.3 Specialisation

3.3.1 A specialisation comprises 60 credit points of units consisting of a subset of units from a major in the cognate Bachelor degree.

3.3.2 A specialisation must not have any options or choice of units.

3.3.3 Units included in the specialisation cannot also be included in the Core Studies.

3.4 Other Studies

3.4.1 Other Studies comprise 120 credit points of units allowing students to choose elective units.

3.4.2 A short list of recommended elective units will be made available to students.

3.5 Electives

3.5.1 Elective units are chosen from any undergraduate units across the university. Students are responsible for ensuring they meet any pre-requisites.

3.5.2 Highly specialist units in a specific course of study, such as externally accredited placement or professional practice units, may be precluded as electives for students not enrolled in that course of study.

3.5.3 On rare occasions, additional ‘free-standing’ electives may be proposed, subject to assessment of their financial viability.

4. Bachelor Degree (Standard) AQF Level 7

4.1 Overall Rules

4.1.1 A Bachelor degree comprises 360 credit points.

4.1.2 Each degree includes Core Studies (120 cp), at least one degree-specific Major (120 cp) and Other Studies (120 cp), which may be either a second major, one or more minors or cognate minors or electives.

4.1.3 Each degree can contain a maximum of 150 credit points of Level 1 units.

4.2 Core Studies

4.2.1 Core Studies comprise 120 credit points.

4.2.2 At least 25% of the Core Studies must be introductory units taken in the first year of the degree.

4.2.3 Core Studies must comprise common units without any choices or options. For the avoidance of doubt, the Core Studies must be the same for each related major that may be included in the degree.

4.3 Co-Operative Education

4.3.1 Co-Op normally comprises experiential learning opportunities (paid where permitted) to enable students to apply their knowledge in a workplace setting and enhance their employability.

4.3.2 Co-Op is a mandatory component of the Core Studies.

4.3.3 A Co-Op placement normally comprises 60 credit points, typically at Level 2 and/or 3.

4.3.4 The Co-Op placement component must be at least 60 days in total.

4.3.5 Career preparation must be included in the Core Studies to support the Co-Op placement and/or work readiness. This may be included as either a standalone unit or mapped across multiple units.

4.4 Majors

4.4.1 All Majors must comprise 120 credit points of units, including no more than 30 credit points of Level 1 units and at least 45 credit points of Level 3 units.

4.4.2 A major must not have any options or choices of units.

4.4.3 Units included in a major cannot also be included in the core.

4.4.4 No more than two units can be shared across two or more majors in a single course. Where there are shared units across majors, alternative units will be identified for students enrolled in both majors.

4.5 Other Studies

4.5.1 Other studies will normally comprise at least 120 credit points of units allowing students to choose one or more of a second major, minor, cognate minor or elective units.

4.5.2 A short list of recommended second majors, minors, cognate minors and electives will be made available to students.

4.6 Minors

4.6.1 Minors comprise 60cp of units with a maximum of 30 credit points of Level 1 units and a minimum of 15 credit points of Level 3 units.

4.6.2 Minors are normally a subset of a major, though not all majors will have a related minor.

4.6.3 Minors are a coherent set of units that allow a student to develop complementary knowledge and skills to support career outcomes or personal interests.

4.6.4 Units within minors must be drawn from existing core studies or majors. No new units may be created for inclusion in minors. Units will only count towards a single component; for example, a student who is required to take a core unit cannot also count the same unit towards a minor.

4.6.5 Minors must be available to any student from any discipline, and units in the minor must not require any assumed knowledge or prerequisite units not included in the minor.

4.6.6 Minors should identify one additional 15 credit point alternative unit to allow students to undertake an alternative unit if they have already completed one of the units as part of their Core or Major.

4.7 Cognate Minors

4.7.1 Cognate Minors are a coherent set of units that enable a student to develop advanced knowledge and skills in addition to a major to support recognised career outcomes.

4.7.2 Cognate Minors comprise 60 credit points with at least 45 credit points at Level 3 or 4.

4.7.3 Units in a Cognate Minor may require pre-requisite units not included in the Cognate Minor but must be included in the Core or Major of the related degree.

4.7.4 Cognate Minors are normally not available to students outside the specific course for which it was developed.

4.8 Electives

4.8.1 Elective units are chosen from any undergraduate units across the university. Students are responsible for ensuring they meet any pre-requisites.

4.8.2 Highly specialist units in a specific course of study, such as externally accredited placement or professional practice units, may be precluded as electives for students not enrolled in that course of study.

4.8.3 On rare occasions, additional ‘free-standing’ electives may be proposed, subject to assessment of their financial viability.

5. Bachelors Honours Degree (Standard) AQF Level 8

5.1 Overall Rules

5.1.1 An AQF Level 8 Bachelor Honours degree comprises 480 credit points and includes an embedded Honours year.

5.1.2 Each degree includes Core Studies (120 cp), at least one degree-specific Double Major (240 cp) and Other Studies (120 cp), which may be a second major, one or more minors or cognate minors and/or electives.

5.1.3 Each degree can contain a maximum of 150 credit points of Level 1 units.

5.1.4 Course Learning Outcomes must reference ‘research principles and methods’, ‘preparation for research higher degrees’, ‘independent research’ and ‘project work’.

5.1.5 At least one 15 credit point unit or equivalent volume of learning across more than one unit must teach and assess research methods and principles.

5.2 Core Studies

5.2.1 Core Studies comprise 120 credit points.

5.2.2 At least half (50%) of the Core Studies must be introductory units taken in the first year of the degree.

5.2.3 Core Studies must comprise common units without any choices or options. For the avoidance of doubt, the Core Studies must be the same for each related major that may be included in the degree.

5.3 Co-Operative Education

5.3.1 Co-Op comprises experiential learning opportunities (paid where permitted) to enable students to apply their knowledge in a workplace setting and enhance their employability.

5.3.2 Co-Op is a mandatory component of the Core Studies. Courses delivered exclusively by partners (onshore or offshore) may replace the Co-Op placement with Other Studies.

5.3.3 A Co-Op placement normally comprises 60 credit points, typically at Level 2 or 3.

5.3.4 The Co-Op placement component must be at least 60 days in total.

5.3.5 Career preparation must be included in the Core Studies to support the Co-Op placement and/or work readiness. This may be included either a standalone unit (15 cp) or mapped across multiple units.

5.4 Double Majors

5.4.1 Double Majors must comprise 240 credit points of units, including no more than 30cp of units at Level 1 and at least 60 credit points of Level 4 units.

5.4.2 A double major must not have any options or choices of units.

5.5 Other Studies

5.5.1 Other studies will normally comprise 120 credit points of units allowing students to choose one or more of a second major, one or more minors or cognate minors and/or elective units.

5.5.2 A short list of recommended second majors, minors, cognate minors and elective units will be made available in the student management system and in the course handbook.

5.6 Minors

5.6.1 Minors comprise 60cp of units with a maximum of 30 credit points of Level 1 units and a minimum of 15 credit points of Level 3 units.

5.6.2 Minors are normally a subset of a major, though not all majors will have a related minor.

5.6.3 Minors are a coherent set of units that allow a student to develop complementary knowledge and skills to support career outcomes or personal interests.

5.6.4 Units within minors must be drawn from existing core studies or majors. No new units may be created for inclusion in minors. Units will only count towards a single component; for example, a student who is required to take a core unit cannot also count the same unit towards a minor.

5.6.5 Minors must be available to any student from any discipline, and units in the minor must not require any assumed knowledge or prerequisite units not included in the minor. 5.6.6 Minors should identify one additional 15 credit point alternative unit to allow students to undertake an alternative unit if they have already completed one of the units in their Core or Major.

5.7 Cognate Minors

5.7.1 Cognate Minors are a coherent set of units that enable a student to develop advanced knowledge and skills in addition to a major to support recognised career outcomes.

5.7.2 Cognate Minors comprise 60 credit points with at least 45 credit points at Level 3 or 4. 5.7.3 Units in a Cognate Minor may require pre-requisite units not included in the Cognate Minor but must be included in the Core or Major of the related degree. 5.7.4 Cognate Minors are normally not available to students outside the specific course for which it was developed.

5.8 Electives

5.8.1 Electives are chosen from any undergraduate units across the university. Students are responsible for ensuring they meet any pre-requisites.

5.8.2 Highly specialist units in a specific course of study, such as externally accredited placement or professional practice units, may be precluded as electives for students not enrolled in that course of study.

5.8.3 On rare occasions, additional ‘free-standing’ electives may be proposed, subject to assessment of their financial viability.

6. Bachelors Honours Degree (1 year) AQF Level 8

6.1 Overall Rules

6.1.1 A one-year Bachelor Honours degree follows an AQF Level 7 Bachelor degree and is offered in a cognate field of education.

6.1.2 A one-year Honours degree comprises 120 credit points.

6.1.3 Courses must include at least one research project or thesis (at least 45cp) that demonstrates knowledge and application of research principles and methods or a combination of creative or practical work and supporting exegesis, where the exegesis constitutes between 30-50% of the work of the research project.

6.1.4 Course Learning Outcomes must contain references to ‘research principles and methods’, ‘preparation for research higher degrees’, ‘independent research’ and ‘project work’.

6.1.5 At least one 15 credit point unit or equivalent volume of learning across more than one unit must teach and assess research methods and principles.

6.1.6 A literature review coursework unit may comprise a maximum of 15 credit points.

7. Double Degrees AQF 7 / 8 / 9

7.1 A double degree is an undergraduate or postgraduate coursework academic course leading to the award of two Federation degrees. A testamur is awarded for each of the two degrees completed in the Double Degree.

7.2 Double degrees that combine two AQF Level 7 courses:

- must comprise at least 480 credit points and meet the Course Learning Outcomes and course requirements of each constituent course;
- normally comprise the core and one major from each constituent course; and
- can contain a maximum of 240 credit points of Level 1 units.

7.3 Double degrees that combine an AQF Level 7 Bachelor course with an AQF Level 8 Bachelor Honours course:

- must comprise at least 600 credit points and meet the Course Learning Outcomes and course requirements of each constituent course;
- normally comprise the core and one major/double major from the Bachelor and Bachelor (Hons) courses respectively; and
- can contain a maximum of 240 credit points of Level 1 units.

7.4 Double degrees that combine two AQF Level 9 Master courses:

- must comprise at least 240 credit points and meet the Course Learning Outcomes and course requirements of each constituent course.

7.5 Students enrolled in a double degree will be required to undertake only one Co-Op experience as part of their Core Studies. The remaining Co-Op will be replaced by Other Studies, including a minor or electives.

8. Professionally Accredited Degrees (UG) AQF Level 7 / 8

8.1 Overall Rules

8.1.1 These rules apply only to undergraduate courses that require external accreditation from a professional body in order for graduates to register and practise in that profession.

8.1.2 Professionally accredited degrees comprise either 360 credit points or 480 credit points.

8.1.3 Each degree includes Core Studies and may include at least one degree-specific Major (120 cp) or Double Major (240 cp) and/or Other Studies, which may be either a second major, cognate minor, one or more minors and/or electives.

8.1.4 Each degree can contain a maximum of 150 credit points of Level 1 units.

8.1.5 Where the degree is also an Honours degree,

- Course Learning Outcomes must reference ‘research principles and methods’, ‘preparation for research higher degrees’, ‘research’ and/or ‘project work’.
- At least one 15 credit point unit or equivalent volume of learning across more than one unit must teach and assess research methods and principles.

8.2 Core Studies

8.2.1 Core Studies comprise at least 120cp.

8.2.2 Core Studies must comprise common units without any choices or options. For the avoidance of doubt, the Core Studies must be the same for each related major that may be included in the degree.

8.3 Majors / Double Majors

8.3.1 Professionally accredited degrees may include a choice of a major or double major.

8.3.2 Majors normally comprise 120 credit points of units, including no more than 30 credit points of Level 1 units and at least 45 credit points of Level 3 units.

8.3.3 Double Majors comprise 240 credit points of units, including no more than 30 credit points of Level 1 units and at least 60 credit points of Level 4 units.

8.3.4 Units included in a major cannot also be included in the Core Studies.

8.3.5 Majors and double majors must not have any options or choices of units.

8.4 Other Studies

8.4.1 Where included, Other Studies will comprise no more than 120 credit points of units.

8.4.2 A short list of recommended second majors, minors, cognate minors and elective units will be made available in the student management system and in the course handbook.

8.5 Minors

8.5.1 Minors comprise 60cp of units with a maximum of 30 credit points of Level 1 units and a minimum of 15 credit points of Level 3 units.

8.5.2 Minors are normally a subset of a major, though not all majors will have a related minor.

8.5.3 Minors are a coherent set of units that allow a student to develop complementary knowledge and skills to support career outcomes or personal interests.

8.5.4 Units within minors must be drawn from existing core studies or majors. No new units may be created for inclusion in minors. Units will only count towards a single component; for example, a student who is required to take a core unit cannot also count the same unit towards a minor.

8.5.5 Minors must be available to any student from any discipline, and units in the minor must not require any assumed knowledge or prerequisite units not included in the minor.

8.5.6 Minors should identify one additional 15 credit point alternative unit to allow students to undertake an alternative unit if they have already completed one of the units in their Core or Major.

8.6 Cognate Minors

8.6.1 Cognate Minors are a coherent set of units that enable a student to develop advanced knowledge and skills in addition to a major to support recognised career outcomes.

8.6.2 Cognate Minors comprise 60 credit points with at least 45 credit points at Level 3 or 4.

8.6.3 Units in a Cognate Minor may require pre-requisite units not included in the Cognate Minor but must be included in the Core or Major of the related degree.

8.6.4 Cognate Minors are normally not available to students outside the specific course for which it was developed.

8.7 Co-Operative Education

8.7.1 Co-Op normally comprises experiential learning opportunities (paid where permitted) to enable students to apply their knowledge in a workplace setting and enhance their employability.

8.7.2 Co-Op is a mandatory component of the Core Studies.

8.7.3 A Co-Op placement normally comprises 60 credit points, typically at Level 2 and/or 3 but may be higher depending on professional accreditation requirements.

8.7.4 The Co-Op placement must be at least 60 days in total.

8.7.5 Career preparation must be included in the Core Studies to support the Co-Op placement and/or work readiness. This may be included either a standalone unit or mapped across multiple units.

8.8 Electives

8.8.1 Elective units are chosen from any undergraduate units across the university. Students are responsible for ensuring they meet any pre-requisites.

8.8.2 Highly specialist units in a specific course of study, such as externally accredited placement or professional practice units, may be precluded as electives for students not enrolled in that course of study.

8.8.3 On rare occasions, additional ‘free-standing’ electives may be proposed, subject to assessment of their financial viability.

9. Graduate Certificate AQF Level 8

9.1 Award Title

9.1.1 The title of the award should normally use an established field of education (e.g. Graduate Certificate in Social Sciences).

9.1.2 The title of the award may not contain specialisations or extension tags, unless required for professional accreditation, external regulatory bodies or specific partnerships.

9.2 Overall Rules

9.2.1 Graduate Certificate courses comprise Foundation Studies (60cp).

9.2.2 No options or electives are permitted.

10. Graduate Diploma AQF Level 8

10.1 Award Title

10.1.1 The title of the award should use an established field of education (e.g. Graduate Diploma of Psychology).

10.1.2 The title of the award may not contain specialisations or extension tags, unless required for professional accreditation, external regulatory bodies or specific partnerships.

10.2 Overall Rules

10.2.1 Graduate Diploma courses comprise Foundation Studies (60cp) and Core Studies (60cp).

10.2.2 No options or electives are permitted.

10.2.3 Graduate Diplomas may include nested Graduate Certificates.

11. Master by Coursework AQF Level 9

11.1 Award Title

11.1.1 The title of the award should use an established field of education, e.g. Master of Business.

11.1.2 Discipline tags (e.g. Master of Business (Marketing)) must not be used in titles of postgraduate awards, unless specifically required for professional accreditation or to meet local regulatory requirements in the case of offshore deliveries.

11.1.3 The names of specialisations will not appear on the testamur, unless required for professional accreditation, external regulatory bodies or specific partnerships. Specialisations will be noted on the transcript of results.

11.2 Overall Rules

11.2.1 Master by coursework degrees must comply with the AQF guidelines for volume of learning.

11.2.2 An AQF Level 9 Master degree comprises either 120 cp, 180cp or 240cp. A 120cp course is only permitted when designed for students entering with a cognate AQF Level 8 qualification.

11.2.3 A Master degree may include one or more of Foundation Studies (60 cp), Core Studies (60-120 cp) and one or more Specialisations (60 cp).

11.2.4 The Course Learning Outcomes (CLOs) in Master degrees must contain references to ‘research methods’ and ‘independent research’.

11.2.5 Master degrees must contain the volume of learning of at least the equivalent of 50% of a unit directly relating to teaching and assessment of research methods. This content may be spread over several units however each unit must include a least one assessment task relating to research methods.

11.3 Foundation Studies

11.3.1 A 2-year Master degree includes Foundation Studies (60 cp), which provides an introduction to the discipline for students entering without a cognate Bachelor degree or cognate work experience.

11.4 Core Studies

11.4.1 A Master degree includes a minimum number of credit points of core units according to the overall credit point value of the course:

- Minimum 60 credit points core units in 120 credit point courses
- Minimum 120 credit points core units in 180 or 240 credit point courses

11.5 Co-Operative Education

11.5.1 Co-Op comprises experiential learning opportunities (paid where permitted) to enable students to apply their knowledge in a workplace setting and enhance their employability.

11.5.2 Co-Op is a mandatory component of the Core Studies.

11.5.3 A Co-Op placement normally comprises 30 credit points, typically at Level 7 or 8.

11.5.4 The Co-Op placement component must be at least 30 days in total.

11.6 Specialisations

11.6.1 Master degrees may contain one or more Specialisations that comprise 60 credit points of cognate units. The term ‘major’ must not be used.

11.6.2 Each specialisation comprises 60 credit points of units, with no Level 6 units and at least 15cp at Level 8.

11.6.3 A specialisation must not have any options or choices of units.

11.6.4 Units included in a specialisation cannot also be included in the Core Studies.

11.7 Electives

11.7.1 Electives are chosen from any units that comprise Core Studies and Specialisations in cognate postgraduate courses. Students are responsible for ensuring they meet any pre-requisites.

11.7.2 Electives should be kept to a minimum and normally should be no more than 60cp.

11.7.3 On rare occasions, additional ‘free-standing’ electives may be proposed, subject to assessment of their financial viability.

11.7.4 A short list of recommended elective units will be made available to students.

11.8 Nested Awards

11.8.1 Master degrees will normally have an embedded Graduate Certificate and Graduate Diploma.

11.8.2 A student may only take out one Master award from a nested suite that contains two levels of masters (e.g. a student cannot take out the awards for both a 180 cp Master degree and a 240 cp Master degree).

12. Professional Accredited Postgraduate Degrees (PG) AQF Level 8 / 9

12.1 Overall Rules

12.1.1 These rules apply only to postgraduate courses that require external accreditation from a professional body in order for graduates to register and practise in that profession.

12.1.2 Professionally accredited awards comprise either 60 credit points (Graduate Certificate), 120 credit points (Graduate Diploma) or 120-240 credit points (Master).

12.1.3 Professionally accredited postgraduate degrees would normally follow the structures outlined in Sections 9, 10 or 11 or may comprise the following if flexibility is required to demonstrate the attainment of professional standards:

- Core Studies only (GC, GD, Master)
- Core Studies + choice of Specialisation (Master)
- Core Studies + choice of Specialisation + Electives (Master)

12.1.4 No other labels can be applied to course components.

12.1.5 Each degree will contain a maximum of 60 credit points of Level 6 units.

12.2 Core Studies

12.2.1 Core Studies comprise:

- Graduate Certificate: 60 credit points
- Graduate Diploma: 120 credit points
- Master: at least 60 credit points

12.2.3 Core Studies must comprise common units without any choices or options. For the avoidance of doubt, the Core Studies must be the same for each related specialisation that may be included in the degree.

12.3 Specialisations (Masters only)

12.3.1 Professionally accredited Master degrees may include a choice of one or more specialisations. Where there is no choice of specialisation, the units will be included in the Core Studies.

12.3.2 Each specialisation comprises 60 credit points of units, with no Level 6 units and at least 15cp at Level 8.

12.3.3 A specialisation must not have any options or choices of units.

12.4 Co-Operative Education

12.4.1 Co-Op comprises experiential learning opportunities (paid where permitted) to enable students to apply their knowledge in a workplace setting and enhance their employability.

12.4.2 Co-Op is a mandatory component of the Core Studies.

12.4.3 Co-Op normally comprises 30 credit points, typically at Level 7 or 8.

12.4.4 The Co-Op placement component must be at least 30 days in total.

12.5 Other Studies (Masters only)

12.5.1 Where included, Other Studies will comprise no more than 60 credit points of units.

12.5.2 Electives are chosen from any postgraduates units. Students are responsible for ensuring they meet any pre-requisites.

12.5.3 On rare occasions, additional ‘free-standing’ electives may be proposed, subject to assessment of their financial viability.

12.5.4 A short list of recommended elective units will be made available to students.

Appendix

Forms.

- Higher Education Architecture Map (PDF 248.9kb)

Responsibility

- Pro Vice-Chancellor, Learning and Teaching (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Deputy Pro Vice-Chancellor, Learning and Teaching (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Pro Vice-Chancellor, Learning and Teaching.

Promulgation

The Higher Education Course Design and Architecture Procedure will be communicated throughout the University via:

1. an Announcement Notice under ‘FedNews’ website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Policy;
2. inclusion on the University Policy, Procedure and Forms website.

Implementation

The Higher Education Course Design and Architecture Procedure will be implemented throughout the University via:

1. Information Sessions; and/or
2. Training Sessions.