# Bachelor Degree (240) - Awards and Programs Schedule

Schedule to the Awards and Graduation Policy

# Section 1 - Introduction

(1) As a higher education provider authorised to self-accredit, the University of Newcastle is responsible under the Tertiary Education Quality and Standards Agency Act 2011 (Cth) for ensuring that programs comply with the Provider Course Accreditation Standards. This Schedule provides the detailed principles and criteria that underpin the self-accreditation process for each Bachelor Degree (240) award that may be delivered and conferred by the University of Newcastle.

(2) This Schedule supports the implementation of the Awards and Graduation Policy and Governance Rule. The Governance Rule describes each type of qualification offered by the University and provide descriptions of authorisations for program management.

(3) Within the Schedule the general program principles and structures have been tabulated and the approved programs that are offered under it will be listed in Bachelor Degree (240) - Approved AQF Compliant Programs covered by this Schedule. For the specific descriptions and requirements of an approved program, refer to the program handbook.

(4) In the event of an inconsistency between subordinate policy documents and any Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

(5) In the event of an inconsistency between an Academic Senate policy document and a College policy, procedure or guideline, the policy document of Academic Senate prevails to the extent of the inconsistency.

(6) Extracts from AQF (Second Edition) have been included in this document with permission of the Australian Qualification Framework Council (27 February 2012).

# Section 2 - Transition Arrangements for Implementation of This Schedule

(7) This schedule supports the Academic Senate strategy of offering AQF-compliant programs as soon as possible. During the transition to the new schedule, the pre-2013 Awards and Programs Schedules will remain in the Policy Library with an annotation to indicate that their AQF-compliant status has not been confirmed. Between 2013-2015 current program offerings will be reviewed and, following the approval from the Program and Course Approval Committee, transferred to Bachelor Degree (240) - Approved AQF Compliant Programs of this Schedule.

(8) The introduction of the new schedules is expected to result in recommendations from College Boards for new programs, major revisions and the transition arrangements and discontinuations of existing programs. These recommendations will be considered for approval by the Program and Course Approval Committee in accordance with the delegations held by that Committee.

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(9) Through this transition process the Assistant Dean (Education) will be responsible to the Program and Course Approval Committee for ensuring that continuing students will not be disadvantaged by a program revision or discontinuation and:

a. appropriate teach-out or alternative arrangements have been made for current students; and
b. consideration is given to international applicants in accordance with the ESOS legislation.

(10) The Pro Vice-Chancellor Student Experience and Academic Registrar together with the Assistant Dean (Education) and the relevant Program Convenors will be responsible for ensuring that students and staff are notified of any relevant program changes. This notification may include recent graduates who may seek to upgrade their programs for AQF compliance.

(11) Programs offering admission to students in 2015 will need to operate under an AQF compliant schedule no later than June 2014 to ensure AQF compliance from 2015.

(12) Non-AQF compliant programs will be automatically discontinued by last meeting of Academic Senate in 2014 unless they have been approved for continuation.

# Section 3 - Principles and Program Structures

### Model: Bachelor Degree (240)

(13) This table describes an AQF level 7 program leading to the award of Bachelor Degree (240) under the Governance Rule Clause 48.

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| Volume of learning | The volume of learning required for a Bachelor Degree (240) is typically 240 units of study that will be completed in three (3) years of full-time study or equivalent. |
| Purpose | The Bachelor Degree qualifies individuals to apply a broad and coherent body of knowledge in a range of contexts to undertake professional work and as a pathway for further learning. |
| Maximum Time | Maximum time to complete a Level 7 Bachelor Degree (240) will be eight (8) calendar years from date of admission, calculated on the basis of (2N+2) (Note 1), inclusive of periods of leave, exclusion or academic suspension. Approved variations are included in Bachelor Degree (240) - Approved AQF Compliant Programs covered by this Schedule |
| Principles and Structure | Graduates of this program will have completed 240 units of study that have been developed in accordance with the Undergraduate Coursework Program Principles and Structures Guideline including:<br>i. the completion of a major of a minimum of 80 units, which consists of:<br>(a) at least 60 unique units of compulsory and/or directed courses with at least 40 units at the 3000 level or higher.<br>ii. the completion of a minimum of 40 and no more than 100 units at the 1000 level;<br>iii. the completion of at least 40 units at each level at the 2000 level and above in the program; and<br>iv. at least 10 units of electives.<br>This structure will be varied only in response to particular articulation agreements or external requirements as approved by the Program and Course Approval Committee (PCAC). |
| Admission and selection criteria | The admission and selection criteria for each program will be determined by the College, and approved by Academic Senate in accordance with the criteria listed below:<br>PART A – Admission Criteria and Pathways<br>College admission and selection criteria should specifically address the alternative pathways into the Bachelor Degree (240) and maximise the credit that can be granted for formal and non-formal learning already undertaken. This may include pathways provided by approved nested programs and recognised prior learning. |

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| | PART B – General Admission Criteria<br>College admission and selection criteria must:<br>i) be appropriate for this AQF Level and its required learning outcomes;<br>ii) take into account external benchmarks;<br>iii) ensure that students have adequate prior knowledge and skills to complete the program successfully;<br>iv) include special admission procedures to support access and equity targets; and<br>v) establish English language entry requirements to ensure that students are sufficiently competent in the English language to participate effectively in the program and achieve the learning outcomes. |
| | PART C – Additional Admission Criteria<br>Additional College admission and selection criteria may include requirements for:<br>i) prior completion of an approved nested level 5 or level 6 qualification, (recognised under Pathways – nested or integrated qualifications, below); and/or<br>ii) prior completion of such other work as prescribed by the College Board that may be recognised under Pathways – Recognition of Prior Learning (RPL), below; and/or<br>iii) completion of interviews, auditions or portfolios; and/or<br>iv) possession of other qualifications, or professional experience, or particular attributes that are required to ensure successful completion.<br>The minimum admission and selection criteria for each program are set by the College and approved by Academic Senate. This may include special admission procedures and selection criteria. |
| Specialisation or major | Bachelor Degrees (240) may offer a major that is a sequence of courses in a discipline that has been approved by the Program and Course Approval Committee. Where there is no specific major then the core courses can form a major. Each major:<br>i) must have at least 60 unique units of course; and<br>ii) is a minimum of 80 units. |
| Additional Requirements | Any approved compulsory program components (CPC) or prerequisites approved by the Program and Course Approval Committee on the recommendation of the relevant College Board. |
| Graduate Learning Outcomes | Graduate  learning outcomes underpin the design of all academic programs offered by the University. Graduate learning outcomes will be developed for each program in accordance with Academic Senate policy and as prescribed by AQF including:<br>i) fundamental skills, such as literacy and numeracy appropriate to the Level 7 Bachelors Degree, including English language proficiency;<br>ii) people skills, such as working with others and communication skills;<br>iii) thinking skills, such as learning to learn, decision making and problem solving; and<br>iv) personal skills such as self direction and acting with integrity. |
| i knowledge | Graduates of a Bachelor Degree will have a discipline specific broad and coherent body of knowledge, with depth in the underlying principles and concepts in one or more disciplines as a basis for independent lifelong learning. |
| ii skills | Graduates of a Bachelor Degree will have discipline specific:<br>i) cognitive skills to review critically, analyse, consolidate and synthesise knowledge;<br>ii) cognitive and technical skills to demonstrate a broad understanding of knowledge with depth in some areas;<br>iii) cognitive and creative skills to exercise critical thinking and judgement in identifying and solving problems with intellectual independence; and<br>iv) communication skills to present a clear, coherent and independent exposition of knowledge and ideas. |
| iii Application of Knowledge and Skills | Graduates of a Bachelor Degree will demonstrate the discipline specific application of knowledge and skills:<br>i) with initiative and judgement in planning, problem solving and decision making in professional practice and skills and/or scholarship;<br>ii) to adapt knowledge and skills in diverse contexts; and<br>iii) with responsibility and accountability for own learning and professional practice and in collaboration with others within broad parameters. |
| Qualification for the Award | Completion of a Bachelor Degree totalling a volume of learning that is typically equivalent to 3 years. |

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| Grading of the Award | The degree will either be awarded as<br>i) an ordinary degree; or<br>ii) a degree with distinction.<br>With Distinction will be awarded to graduates who have achieved a minimum grade point average (GPA) of 6.0 based on all studies undertaken in the approved program. |
| Qualification Title | Bachelor of (Field of Study) |
| Pathways - General | The University supports student mobility and the elimination of unfair and unnecessary barriers to our qualifications. Approved entry pathways and admission criteria are described in Admission and Selection Criteria, above. |
| Pathways –Credit and advanced standing | Credit: Granted in accordance with the AQF Qualifications Pathways Policy to a maximum of 120 units of credit, ensuring that the integrity of the program is preserved, the volume of learning is satisfied and the learning outcomes are achieved. Advanced standing: The Program and Course Approval Committee is authorised to approve variations to the maximum credit provisions to allow for articulation arrangements, advanced standing and approved VET pathways of up to 160 units for a 240 unit program. |
| Pathways – Recognition of Prior Learning (RPL) | Recognition of Prior Learning (RPL) is possible for both formal and informal prior learning. RPL may be used for admission purposes or to grant advanced standing. RPL will be evaluated on a case by case basis and must be current and relevant to the program's learning outcomes. |
| Pathways – combined degrees | A combined degree may be formally approved by the Program and Course Approval Committee (PCAC) and listed in Bachelor Degree (240) - Approved AQF Compliant Programs or determined on a case by case application in accordance with the Combined Degree Principles described in the Program Management Manual - Coursework. |
| Pathways – nested or integrated qualifications | Nested qualifications are qualifications that include articulated arrangements from a lower level qualification to a higher qualification to enable multiple entry and exit points. These are purposely designed qualifications that enable explicit articulation pathways and encompass more than one AQF level and/or qualification type.<br>A Bachelor Degree (240) may be nested (or integrated) with the following qualifications:<br>- Diploma (level 5); and<br>- Associate Degree (level 6).<br>Approved qualifications will be listed in Bachelor Degree (240) - Approved AQF Compliant Programs of this schedule. |
| Pathways – Exit | An exit award may be available to a student where:<br>i) an exit award has been linked to the program in which the student is enrolled; and<br>ii) the student has satisfactorily completed the program of study to the point where they are eligible for exit award, as approved by the Program and Course Approval Committee on behalf of Academic Senate; and<br>iii) the student is unable to complete the remaining requirements for their original enrolment; and<br>iv) the student has made an application, in writing, to have their enrolment transferred and therefore be awarded an exit award; and<br>v) the relevant Pro Vice-Chancellor has approved the application.<br>Approved Exit awards from Bachelor Degrees (240) will be listed in Bachelor Degree (240) - Approved AQF Compliant Programs. |
| Pathways - Graduate | Graduates of this program may seek admission to a Bachelor Honours Degree (80 units), a Graduate Certificate, a Graduate Diploma, a Masters Degree (coursework) or a Masters Degree (Extended). |
| Professional accreditation | This section is intentionally blank. |
| Additional Information | This section is intentionally blank. |

# Section 4 - Notes

(14) Other Information about Programs may be added here.

(15) 2N+2 where N is equal to the notional duration identified by the Volume of learning.

# Section 5 - Relaxing Provision

(16) To provide for exceptional circumstances arising in any particular case, the President of Academic Senate, on the recommendation of the relevant Deputy Vice-Chancellor or relevant Pro Vice-Chancellor may relax any provision of this Schedule.

# Section 6 - Reporting

(17) The President of the Academic Senate will report all applications of the relaxing provision of this Schedule to the Academic Senate.

# Section 7 - Appendices

(18) Bachelor Degree (240) - Approved AQF Compliant Programs

## Status and Details

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| **Status** | Historic |
| **Effective Date** | 30th November 2016 |
| **Review Date** | 31st March 2023 |
| **Approval Authority** | Academic Senate |
| **Approval Date** | 30th November 2016 |
| **Expiry Date** | 13th November 2023 |
| **Responsible Executive** | Belinda Tynan<br>Senior Deputy Vice-Chancellor (Academic) |
| **Enquiries Contact** | John Radvan<br>Senior Manager, Academic Governance & Compliance<br><br>Student Central |

## Glossary Terms and Definitions

**"Academic Senate"** - The Academic Senate of the University as described in the University of Newcastle Act 1989.

**"Council"** - The governing authority of the University established under section 8A of the University of Newcastle Act 1989.

**"Graduate"** - (Noun) Has the same meaning as in section 3(2) of the University of Newcastle Act 1989.

**"Prerequisite"** - A condition or requirement which must be fulfilled for enrolment to a course.

**"Core course"** - A course within a program which is necessary to fulfil the requirements of that program.

**"Elective"** - Any non compulsory course which may be undertaken within a program of study.

**"Advanced standing"** - A form of credit for any previous learning as defined by the Australian Qualifications Framework.

**"Applicant"** - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s.  For all other uses of this term, the generic definition applies.

**"Articulation agreements"** - An agreement between the University and another education provider that enables students to progress from a completed qualification to another with admission and/or credit in a defined pathway.

**"Award"** - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

**"Bachelor Honours"** - Refers to AQF level 8 Bachelor Honours programs. These may be a one year ‘end-on’ and following a level 7 (240 unit) Bachelor program or be embedded in a 320 unit, level 8, program.

**"Course"** - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

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**"Credit"** - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Recognition of Prior Learning (RPL)"** - Means an assessment of an individual's prior learning to determine where credit will be granted. RPL includes formal, informal, and non-formal learning.

**"Volume of learning"** - Identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years.

**"Discontinued"** - When used in relation to a program, this refers to a program for which no new intakes are to be accepted. For all other uses the generic definition applies.

**"Discontinuation"** - When used in relation to a program, this refers to a program for which no new intakes are to be accepted. For all other uses the generic definition applies.

**"Exit award"** - An academic qualification that is conferred when a student has met the program requirements of a linked program within the same field of study as listed in the relevant Awards and Programs Schedule.

**"GPA"** - The Grade Point Average calculated over a set of courses or specified number of courses at a particular level as per the Grade Point Average (GPA) Calculation Guideline.

**"Learning outcome"** - In accordance with the AQF definitions, the expression of a set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Major"** - When referring to a program major, this is a sequence of courses approved by the Program and Course Approval Committee, which students may be required to complete as part of their undergraduate program (except undergraduate Diplomas). Each major will contain at least 80 units with at least 60 unique units. For all other uses of this term, the generic definition applies.

**"Specialisation"** - When referring to a program, a specialisation is a sequence of courses, approved by the Program and Course Approval Committee, which students may be required to complete as part of their postgraduate coursework program. For all other uses of this term, the generic definition applies.

**"College"** - An organisational unit established within the University by the Council.

**"College Board"** - The principal governance committee of the College.