**University Policy Cover Sheet**

This cover sheet must be completed and attached to all categories of policies as defined below.

**SECTION 1 – TO BE COMPLETED BY THE POLICY PROPOSER**

Complete ALL of this section:

<table>
<thead>
<tr>
<th>Proposed University Policy On:</th>
<th>Postgraduate Coursework Structures and Objectives</th>
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Tick the relevant below:

- [ ] A new policy (complete Part A)
- [X] Revision to an existing policy (complete Part B)
- [ ] Replacing an existing rule (complete Part C)
- [ ] A reformatted approved policy (complete Part D)

Should the drafting of the policy involve consultation? If yes, provide details of proposed consultation.

- Winthrop Professor Grady Venville and Winthrop Professor David Plowman

Identify the Committees that this Policy needs to be presented for consideration, endorsement or approval.

- Board of Coursework Studies and Academic Council

Proposed time-line for approval process via the Committee system.

- By July 2013

All University Policies must be submitted on the University Policies template and instructions are available on the web at: [http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template](http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template)

Complete ONE of the parts below:

**PART A – for a new policy ONLY**

| Provide a brief background to the creation of this policy including reference to the particular committee resolution, if relevant, that provides the mandate for its creation |  |
| List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy |  |
| Provide a list of issues that the drafter should consider when developing a first draft of the new policy |  |
| Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy |  |
| Date first draft required |  |

**PART B – for a revision of an existing policy ONLY**

| State title of the existing policy and provide the appropriate web-link and policy number (as allocated on the University’s Policies website) | University Policy on Postgraduate Coursework Structures and Objectives (UP11/21) |
| Provide a brief background and the particular committee resolution, where relevant, that provides the mandate for its revision. | Amendments are consequential in nature as a result of the approval of related new policies and others are made with view to providing further clarification. |
| List and/or provide links of relevant papers, or sections therein that provide detailed context for the revision | NA |
| Provide a list of issues that the drafter should consider when developing a first draft of the new policy | NA |
| Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy | Winthrop Professor Grady Venville, Winthrop Professor David Plowman Dr Kabilan Krishnasamy |
| Date first draft required | May 2013 |

**PART C – for a policy that is replacing an existing rule ONLY**

| State rule number(s) |  |
| Date first draft required |  |

Attachment C1
PART D – for an approved policy that has been reformatted into the required University Policies template ONLY

Note 1: The approved policy must be formally approved and be available on the University Policies website.
Note 2: The reformatting includes changes only to title, layout, introductory purpose statement, BUT NO CHANGE TO CONTENT OF POLICY.
Note 3: Once reformatted, the policy will need to be reloaded onto the University Policies website (http://www.universitypolicies.uwa.edu.au/page/117111) with the existing policy number.
Note 4: Please complete the table below and forward the following documents electronically to Ms Lidia Cuoco, Administrative Officer, Academic Policy Services – Email: lidia.cuoco@uwa.edu.au:
   • Completed University Policy cover sheet
   • Copy of the reformatted University Policy on the University Policies template

Academic Policy Services will, as part of the New Courses 2012 Policies Project, upload reformatted academic policies as an interim measure. With effect from 2012, reformatted policies will, as is normally the case, need to be uploaded by the administrative division responsible for the policy.

State
• title of existing policy / guidelines;
• University Policy Number; and
• web-link

Date reformatting finalised and sent to Academic Policy Services

SECTION 2 – TO BE COMPLETED BY THE POLICY DRAFTER AND SUBSEQUENT OFFICERS IN THE FORMAL APPROVAL PROCESS:

DOCUMENT MODIFICATION HISTORY

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<th>Version Number</th>
<th>Primary Author(s) (name and position)</th>
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<td>0.1</td>
<td>Dr Kabilan Krishnasamy</td>
<td>Consequential amendments</td>
<td>2 May 2013</td>
<td>W/Prof Grady Venville W/Prof David Plowman</td>
</tr>
<tr>
<td>1.0</td>
<td>Dr Kabilan Krishnasamy</td>
<td>Final revised version</td>
<td>16 May 2013</td>
<td>Board of Coursework Studies</td>
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DOCUMENT APPROVAL

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<th>Approved By (Academic Council/ Senate / Vice-Chancellor)</th>
<th>Resolution Number (if applicable)</th>
<th>Date</th>
</tr>
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</table>

If you have any queries regarding this cover sheet, or the University’s Policy and use of a template for University Policies, please contact Ms Sylvia Lang, Academic Secretary, Academic Policy Services – Email: sylvia.lang@uwa.edu.au, extension 2457

1A University Policy can only be approved by the Senate, Academic Board/Council, Vice-Chancellor or other members of the Executive to whom the Vice-Chancellor has delegated responsibility for a particular portfolio. Following this University approved process, University Policies must be promulgated by way of the Universities Policies website (http://www.universitypolicies.uwa.edu.au/page/117111), which is the University’s definitive source for University-wide policies.

Attachment C2
The University of Western Australia

University Policy on: Postgraduate Coursework
Structures and Objectives

Purpose of the policy and summary of issues it addresses:
This policy deals with the objectives, definitions, structures and articulation of coursework postgraduate courses. This policy does not apply to the Professional Practice Doctorates such as the Juris Doctor and the Doctor of Medicine.
The purpose of the policy is to ensure that within the context of maintaining UWA’s reputation as a university of the highest international standing:

• the University community consistently uses approved terminology in relation to postgraduate courses;
• postgraduate courses provided by the University reflect national and international best practice;
• student workload requirements for postgraduate courses are standardised;
• students have access both to conversion professional courses in a different disciplinary field from their undergraduate degree and to courses that provide further study in the same field as their undergraduate degree;
• students enrolling in postgraduate courses are provided with clear study pathways;
• the nomenclature of postgraduate courses reflects their underlying structure in a uniform way across the University;
• the content and structure of postgraduate courses match their objectives; and
• postgraduate courses comply with current Australian Qualifications Frameworks requirements.

Definitions:
In this policy,

articulation course means a course comprising a sequence of related postgraduate courses in a specific discipline area offering progression from one course level to another with credit granted for all units passed at the appropriate standard that have been completed in or credited towards the course of the previous level in the sequence, or which provides for the award of a relevant lower level qualification where a student has withdrawn from an articulated course having met the requirements of the corresponding lower level course.

graduate certificate means a course requiring the equivalent of one semester of full-time study comprising four Level 4 or Level 5 units. Admission is normally on the basis of a bachelor’s degree of this university (or equivalent) but may also be on the basis of extensive and relevant experience. A graduate certificate may be the first course in an articulated sequence of courses offering progression from the Graduate Certificate to the Graduate Diploma and Master’s degree. Conversely, a Graduate Certificate may be an exit course for students enrolled in a Master’s degree or a Graduate Diploma course and who, after completing the requirements of the Graduate Certificate, exit the course. Award: Graduate diploma means a course requiring the equivalent of two semesters of full-time study, comprising eight Level 4 or Level 5 units. Direct admission is normally on the basis of a bachelor’s degree of this University (or equivalent). Those admitted to the course after fulfilling the requirement of an articulating Graduate Certificate course are credited with all units completed at the appropriate standard in the articulating course. A graduate diploma may articulate with a Master’s degree, or may be awarded to students enrolled in Master’s degree and who, after completing the requirements of the Graduate Diploma, exit the degree. Award: Graduate Diploma in XXXX (AQF Level 8).

master’s degree (by coursework) means a course normally requiring the equivalent of four semesters of full-time study post a bachelor’s degree (or equivalent) and comprising sixteen Level 4 and/or Level 5 units (with no more than half taken at Level 4). Direct admission is normally on the basis of a bachelor’s degree of this University (or equivalent). Students admitted to a Master’s course after fulfilling the requirements of an articulating Graduate Certificate in XXXX (AQF Level 8),...
Certificate or Graduate Diploma course receive credit for all units completed at the appropriate standard in the articulating course. Award: Master of XXXX (AQF Level 9).

**master’s degree (by coursework and dissertation)** means a course normally requiring the equivalent of four semesters of full-time study post a bachelor’s degree (or equivalent) and comprising sixteen Level 4 and /or Level 5 units (with no more than half taken at Level 4). It includes a research component that represents less than 66.6% of the course requirements. Direct admission is normally on the basis of a bachelor’s degree of this University (or equivalent). Applicants are normally required to demonstrate adequate research preparation. Students admitted to a master’s course after fulfilling the requirements of an articulating Graduate Certificate or Graduate Diploma course receive credit for all units completed at the appropriate standard in the articulating course. Award: Master of XXXX (AQF Level 9).

**professional practice master’s degree** means a course normally requiring the equivalent of four semesters of full-time study post a bachelor’s degree and comprising Level 4 and Level 5 units (with not more than half taken at Level 4), and which equips a student to enter a profession. Admission is on the basis of a bachelor’s degree of this University (or equivalent) and may involve a sequential pathway (including a specified undergraduate major). In some cases applicants are required to have undertaken a specific undergraduate major or majors of this University, or equivalent. This degree is the first professional qualification for those entering Architecture, Engineering and Social Welfare in the new course framework. Award: Master of XXXX (AQF Level 9).

**generic master’s course** means a course having a single code, standard structure and rules and which can accommodate a number of specialisations. Successful completion of a generic master’s course leads to the award of ‘Master of XXXX where XXXX corresponds to the discipline.

**named master’s degree** means an award available upon successful completion of a master’s course where at least 65% of the required units relate to the narrow disciplinary field specified in the degree name (e. g. Master of XXXX).

**core unit** means a unit that is compulsory in a course.

**option** means a unit chosen from among a range of given options.

**elective unit** means a unit which a student may choose freely from among the units available in the University, subject to the rules of the unit concerned and to any faculty rules that govern the number of points that must or may be counted towards the degree from units of a specific level.

**specialist unit** means a unit whose content relates directly to the disciplinary field of the named specialisation within a generic course.

**unique unit** means a unit which may not be used in other courses with the exception of (a) unique unit(s) forming part of a specialisation in a generic course may also form part of specialist unit(s) in a named course; and (b) unique units may form part of specialist units in an articulation course

the level of a unit indicates the amount of prior knowledge or maturity of learning required to study it successfully.

### Policy statement:

1 **General Principles**

1.1 Faculties must explore the merits of providing a generic structure for some or all of their postgraduate courses.

1.2 Where postgraduate courses share a common set of units, faculties must consolidate them into one course with a number of specialisations.

2 **Structure**

2.1 **Graduate Certificates** may be:

- named graduate certificates; or
• generic graduate certificates.

2.1.1 A named graduate certificate is one in which the content of all units undertaken to complete the course relates to the specified narrow disciplinary field (e.g. Graduate Certificate in Marketing).

2.1.2 A generic graduate certificate is one in which the content of all units undertaken to complete the course relates to the broad disciplinary field (e.g. Graduate Certificate in Business).

2.2 **Graduate Diplomas** may be:

• named graduate diplomas; or

• generic graduate diplomas.

2.2.1 A named graduate diploma is one in which the content of at least half of the units undertaken to complete the course relates to the specified narrow disciplinary field (e.g. Graduate Diploma in Marketing).

2.2.2 A generic graduate diploma is one in which the content of all units undertaken to complete the course relate to the broad disciplinary field (e.g. Graduate Diploma in Business).

2.3 **Master’s degrees** by coursework, or master’s degrees by coursework and dissertation, may be:

• named degrees; or

• generic degrees.

2.3.1 Named master’s degree courses*

2.3.1.1 The course for a named master’s degree must contain a substantial body of content, comprising specialist units, specifically relating to the disciplinary field of the degree name. These specialist units must consist of no less than 65% of the units required to complete the degree.

2.3.1.2 At least half of the specialist units specified in 2.3.1.1 must be unique to the named degree; (or any course articulating with the degree). This does not exclude the possibility of the unit being used in the disciplinary specialisation of a generic degree and vice versa.

2.3.1.3 At least half the total number of units must be Level 5 units and at least half the specialist units must be Level 5 units.

2.3.1.4 If necessary, other units taken for the purpose of course completion must be chosen from either a list of options or from any other units offered at a postgraduate level (electives).
2.3.2 Generic master's degree courses*

2.3.2.1 The course for a generic master’s degree must:

(a) have a common set of rules relating to admission, structure, progression and other aspects of the course;

(b) include between 25% and 50% of units that are core units or options chosen from a limited list of options;

(c) include between 25% and 50% of specialist units that relate specifically to the disciplinary field of the specialisation;

(d) include other elective or options if it is necessary to make up the number of units required for course completion;

(e) ensure that at least half of the units described in (c) are at Level 5 and at least half the total number of units are Level 5 units; and

(f) ensure that between at least 12% and 25% of specialist units specified in (c) are unique to a specialisation units.

*See attached diagrammatic representations for an overview of these structures (LINK)

3 Course Articulation

3.1 Graduate certificates, graduate diplomas and master’s degrees may be part of a continuum of related studies in a specific disciplinary field or sequence of related postgraduate courses in a specific discipline area called an articulated course.

3.2 The University Policy on articulated course applies. An articulated course may offer a student progression from a graduate certificate to a graduate diploma and/or from a graduate diploma to a master’s degree by coursework or by coursework and dissertation.

3.3 The work of students in a graduate certificate or graduate diploma course is assessed in the same way and at the same level as the work of students at the comparable stage of any master’s degree with which the courses articulate.

3.4 Where students proceed to a higher course in an articulated sequence of courses they are entitled to receive credit for all work successfully completed in any previous course in the sequence.

3.5 Faculty rules may prescribe the level of achievement required for students to progress from one course to the next in an articulate sequence.
3.6 A student who withdraws from a course that is part of an articulated sequence of courses before completing the course but after completing the requirements for a lesser award in the sequence may apply to the faculty to take out the lesser award.

3.7 The principles in 2.1 and 2.2 apply to the award conferred under 3.5.

4 Objectives of courses proposed

4.1 Course proposals must

(i) clearly differentiate the educational objectives of degree, diploma and certificate courses; and

(ii) state:

- the criteria for upward articulation from one course to another where relevant;

- the criteria for the award of any alternative exit award; and

- the name of any alternative exit award.

5 Award of Master's Degrees with Distinction

5.1 The award of Distinction is normally available in all master's degrees by coursework or coursework and dissertation offered by the University.

5.2 The following criteria apply to the award of Master's with Distinction in master's degrees by coursework or coursework and dissertation:

(i) that the student achieves a course weighted average mark (WAM) of at least 80%; and

(ii) that the weighted average mark calculation include—

- all units attempted as part of the course that are awarded a final percentage mark; and

- relevant units undertaken in articulating courses of this University that are awarded a final percentage mark.

6 Degree Course Titles

6.1 Names of degrees, diplomas and certificates are allocated in accordance with the University Policy on names and abbreviations for degrees, diplomas and certificates, available at http://www.secretariat.uwa.edu.au/home/policies/degree_abbrev.

Related forms: (Link)
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<td>(UP12/27)</td>
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<td>courses (UP11/19)</td>
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<td>University Policy on graduate certificate courses (UP11/18)</td>
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Cycle 2 courses – Diagrammatic representations of standard (Cycle II) postgraduate coursework course structures

Named awards: Master’s course, Graduate Diploma or Graduate Certificate
(e.g. Master of International Journalism, Master of Landscape Architecture, Master of Geoscience, Graduate Certificate in Business Communications, Graduate Certificate in Urban Design, Juris Doctor, etc.)

Named award courses (Single specialisation course)

- At least 65% of units (specialist units) must contain a substantial body of content that relates directly to the disciplinary field of the award name.
- At least half of these specialist units must be unique to the named award.
- At least half of these specialist units must be at Level 5.

Generic awards: Master’s course, Graduate Diploma or Graduate Certificate
(e.g. Master of Curriculum Studies, Graduate Diploma in Curriculum Studies, Master of Professional Engineering, Master of Laboratory Medicine, Master of Physical Sciences, etc.)

Generic award courses (Multiple specialisations course)

A Basic component of all forms of the course, comprising either core units or optional units chosen from a limited set. This must make up 25% - 50% of the course.

B 25% - 50% of units that must relate specifically to the disciplinary field of the specialisation, of which:
- at least half must be at Level 5;
- at least 25% must be unique to the specialisation.

C Options that may be shared across two or more specialisations.

Specialisation 1
Specialisation 2
Specialisation 3

*Overall, at least 50% of the total course (whether ‘named’ or ‘generic’) must also comprise units offered at Level 5.
†Disciplinary or specialist units forming a part of named degrees may form part of the specialisation in generic degrees and vice-versa.

Attachment C9