SECTION 1 – TO BE COMPLETED BY THE POLICY PROPOSER

Complete ALL of this section:

<table>
<thead>
<tr>
<th>Proposed University Policy On:</th>
<th>Diplomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim File Reference:</td>
<td>F40618</td>
</tr>
</tbody>
</table>

Tick the relevant □ below:

<table>
<thead>
<tr>
<th>A new policy (complete Part A)</th>
<th>Revision to an existing policy (complete Part B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacing an existing rule (complete Part C)</td>
<td>A reformatted approved policy (complete Part D)</td>
</tr>
</tbody>
</table>

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

Yes. Academic Council has approved the proposals for change

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

Board of Coursework Studies (June 2012)

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

Note: Policies that need to be in place by 2012 must be with Academic Council no later than September 2011.

Academic Council (July 2012)

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

The review of the University’s course structures recommended the retention of skill based undergraduate diploma courses. Subsequently, there have been discussions in different forums regarding diplomas relating to their future, purpose and possible structure.

The Board of Coursework Studies considered a paper by W/Professor Ian Reid on 24 August 2011.

Academic Council approved proposals for change (7 September 2011, R169/11).

List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy

Ian Reid, Undergraduate Diplomas: Proposals for Change 11/8/2011

Provide a list of issues that the drafter should consider when developing a first draft of the new policy

Need to satisfy AQF requirements

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

Ms Sylvia Lang, Academic Secretary
W/Professor, Ian Reid, Senior Academic Reviewer
W/Professor Jane Long, Pro Vice-Chancellor (Education)
Mr Jon Stubbs, Director, Student Services

Date first draft required 14 September 2011

**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)

Provide a brief background and the particular committee resolution, where relevant, that provides the mandate for its revision.

List and/or provide links of relevant papers, or sections therein that provide detailed context for the revision

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

<table>
<thead>
<tr>
<th>State rule number(s)</th>
</tr>
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<table>
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<tr>
<th>Date first draft required</th>
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</thead>
</table>

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

<table>
<thead>
<tr>
<th>Note 1: The approved policy must be formally approved and be available on the University Policies website.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note 2: The reformating includes changes only to title, layout, introductory purpose statement, BUT NO CHANGE TO CONTENT OF POLICY.</td>
</tr>
<tr>
<td>Note 3: Once reformatted, the policy will need to be reloaded onto the University Policies website (<a href="http://www.universitypolicies.uwa.edu.au/page/117111">http://www.universitypolicies.uwa.edu.au/page/117111</a>) with the existing policy number.</td>
</tr>
</tbody>
</table>
| 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.

<table>
<thead>
<tr>
<th>State</th>
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<tbody>
<tr>
<td>title of existing policy / guidelines;</td>
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<tr>
<td>University Policy Number; and</td>
</tr>
<tr>
<td>web-link</td>
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</tbody>
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<table>
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<tr>
<th>Date reformatting finalised and sent to Academic Policy Services</th>
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</thead>
</table>

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

DOCUMENT MODIFICATION HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Primary Author(s) (name and position)</th>
<th>Description of Version</th>
<th>Date Completed</th>
<th>Provided To</th>
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</thead>
<tbody>
<tr>
<td>V1</td>
<td>Neville Jones, Project Officer, Policy and Legislation</td>
<td>First draft for comment and feedback</td>
<td>14 Sept 2011</td>
<td>Sylvia Lang, Academic Secretary</td>
</tr>
<tr>
<td>V2</td>
<td>Neville Jones, Project Officer, Policy and Legislation Sylvia Lang, Academic Secretary</td>
<td>Second draft for comment and feedback</td>
<td>4 March 2012</td>
<td>Kabilan Krishnasamy, Education Policy Officer</td>
</tr>
<tr>
<td>V3</td>
<td>Neville Jones, Project Officer, Policy and Legislation Sylvia Lang, Academic Secretary</td>
<td>Third draft for comment and feedback</td>
<td>8 June 2012</td>
<td>W/Professor Jane Long, Pro Vice-Chancellor (Education) Mr Jon Stubbs, Director, Student Services</td>
</tr>
<tr>
<td>V4</td>
<td>Neville Jones, Project Officer, Policy and Legislation Kabilan Krishnasamy, Education Policy Officer</td>
<td>Fourth draft to incorporate feedback from Jon Stubbs, Director, Student Services</td>
<td>14 June 2012</td>
<td>Board of Coursework Studies</td>
</tr>
</tbody>
</table>

DOCUMENT APPROVAL

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

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*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.*
The University of Western Australia

University Policy on: Diplomas

Purpose of the policy and summary of issues it addresses:

This policy sets out the principles, entry requirements and standards for diplomas.

Diplomas seek to:

- provide an opportunity for graduates to complete further undergraduate studies in another discipline; and

- ensure that the University’s model of broad undergraduate studies followed by a postgraduate professional qualification (New Course 2012) does not disadvantage students who, prior to New Courses 2012, might otherwise have enrolled in combined courses or a concurrent diploma, or unduly limit access to honours and postgraduate studies,

in the context of maintaining the University’s reputation as a university of the highest international standing,

Definitions:

In this policy and any associated procedures, the University means The University of Western Australia;

a course means a plan of study necessary to qualify for a degree, diploma, certificate or other qualification approved by the Senate;

diploma means a course to the value of 48 points comprising the requirements of a major offered in an undergraduate degree course of the University;

an area of knowledge is a group of associated disciplinary fields corresponding to a particular undergraduate pass degree. At UWA the four areas of knowledge are: Arts, Commerce, Design and Science. Each characterised by a distinctive knowledge paradigm.

undergraduate degree course means an undergraduate pass degree course or the Bachelor of Philosophy (Honours) degree course;

a unit means a discrete component of study normally representing 150 hours of student workload, including contact hours, personal study and examinations. It is equivalent to six points of credit. By special approval, some units may have a value that is a multiple of six points.

AQF means Australian Qualifications Framework

Policy statement:

1 General principles

1.1 The University offers diplomas to enable graduates to complete further undergraduate studies in the following areas of knowledge within each of which a wide range of different majors may be available:
(a) Diploma in Arts;
(b) Diploma in Commerce;
(c) Diploma in Design; and
(d) Diploma in Science.

1.2 Despite 1.1, the Diploma in Modern Languages will continue to be offered to undergraduate students concurrently with an undergraduate degree course, pending a comprehensive review in 2013 to assess the desirability of its retention.

2 Entry requirements

2.1 Subject to 5.2, to be considered for admission to a diploma course a person must have a bachelor’s degree of the University, or equivalent as recognised by the relevant board of studies, unless Academic Council approves otherwise in relation to an individual diploma course.

3 Concurrent enrolment

3.1 The University Policy on Concurrent Enrolment (UP11/42) applies in relation to diploma courses.

4 Structure

4.1 Subject to 4.2, unless Academic Council approves otherwise in relation to a specific course, a diploma consists of 48 points from the same disciplinary field comprising a single major offered in an undergraduate degree course of the University, excluding any complementary units. [Award: Diploma in XXXX (AQF level 5)].

4.2 Students are permitted to include additional units to satisfy prerequisites and/or corequisites.

5 Credit transfer, advanced standing and recognition of prior learning

5.1 Subject to 5.2 and 5.3, specified credit may be granted towards a diploma course within the limits permitted in the University Policy on Credit transfer, advanced standing and recognition of prior learning (UP11/34).

5.2 Credit is not granted towards a diploma course on the basis of units successfully undertaken as part of a previously completed award.

5.3 Where a unit that forms part of the chosen major has already been completed by a student and counted towards a degree course, the student must take a replacement unit approved by the relevant board of studies on the recommendation of the relevant discipline.
6 Duration of the course

6.1 As the course for a diploma comprises units at Levels 1, 2 and 3, the course is normally taken over at least three semesters.

6.2 The relevant board of studies may permit a student to compress a diploma course into one full-time year where:

(a) this does not compromise the principle of learning progression in the relevant discipline, and

(b) the school(s) offering the major is/are able and willing to schedule the offering of units accordingly, without undue pressure on resources.

6.3 The time limit for completing a diploma is ten years.

7 Progression to Honours

7.1 A student may be permitted to proceed to an honours course on the basis of diploma results in the relevant field, subject to meeting the normal requirements for honours admission.

8 Progress Status

8.1 The University Policy on Academic Progress (other than in courses administered by the Graduate Research School) (UP11/26) applies in relation to academic progress.

9 Grades and marks

9.1 The University Policy on Grades and Marks for Undergraduate Units and Postgraduate Coursework Units (UP11/3) applies in relation to awarding marks and grades.

Related forms: (Link)
<table>
<thead>
<tr>
<th>Related Policies or legislation:</th>
</tr>
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<tbody>
<tr>
<td>Diploma Rules (LINK)</td>
</tr>
<tr>
<td>University Policy on Academic progress (other than in courses administered by the Graduate Research School) (UP11/26)</td>
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<tr>
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