Course Nomenclature and Coding Schedule

1 Purpose

To specify requirements for the naming and coding of the University's Courses.

2 Scope

This Schedule applies to all Courses approved by the University.

This schedule should be read in conjunction with the Academic Programs and Courses Quality Policy and is subordinate to the Program Accreditation Procedure.

Exclusions:

The naming and coding of Courses which existed prior to this Schedule are generally excluded although changes may be considered on a case-by-case basis.

3 Schedule

All Courses are assigned a unique and identifiable Course name and code to enable the Course and its associated details to be recorded in the relevant systems.

3.1 Course naming

When selecting and approving a Course name, the following should be taken into consideration:

1. the extent to which the name reflects the Learning Outcomes of the Course
2. the extent of professional or employment demands for a specific Course name or descriptors
3. the possibility of misunderstanding or misinterpretation by Students and employers
4. the life expectancy of the Course name.

Limits in characters, including spaces, to the length of a Course name are applied to accommodate transcripts and systems constraints (50 characters).

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3.2 Course coding

Course codes are University-wide, discipline-based codes and are not exclusive to particular programs or organisational units. Previously allocated codes may not be used again.

Course codes comprise a maximum of seven (7) alphanumeric characters. For Academic Courses, the seven (7) characters are comprised of three (3) letters and four (4) digits.

3.2.1 Alpha characters

The three (3) character alpha prefix represents the discipline and should not usually end in "I" or "O", to avoid confusion with the numeric "one" or "zero".

Discipline descriptors associate with a Course are aligned with the Australian Bureau of Statistics Australian Standard Classification of Education (ASCED) [6] codes. There is a direct relationship between the discipline descriptor, Student Contribution Amount bands and funding clusters.

Schools wishing to establish a new discipline descriptor must obtain approval as part of a new program or existing program change request, in accordance with the Program Accreditation Procedure or the Program Change, Suspension and Discontinuation Procedure.

3.2.2 Numeric characters

The first digit represents the Level of the Course (e.g., 1 is normally associated with the first Full-Time Study year in an undergraduate program, 2 is normally undertaken in the second or third full-time year of an undergraduate program). Refer to Table 3 in section 4.5.3 of the Coursework Curriculum Design and Structure Procedure for further details.

The second to fourth digits may be allocated at the discretion of the school, provided that each Course has a unique identifier.

3.2.3 Same Course offered in both an undergraduate and a postgraduate program

If the same material is taught both in an undergraduate program and in a postgraduate program, there should be two Course codes assigned to reflect the more rigorous standard of Assessment expected of postgraduate Students. Refer to section 4.5.7 of the Coursework Curriculum Design and Structure Procedure for further details.

3.2.4 Same Course offered in a suite of related programs

If the same Course is available in either a suite of related undergraduate programs or a suite of related postgraduate programs, it should be assigned a single Course code using the discipline and Level of the program with which it is primarily associated. If there is any uncertainty, it should be assigned a discipline code with the broadest coverage of the Course's topics and at the higher Level. For example, a mathematics Course to be offered in undergraduate engineering, education, and science programs in either the second or third years of the

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programs should be coded MAT3XXX.

3.2.5 Year-long Courses

Year-long Courses follow the naming and coding conventions outlined in this Schedule. In alignment with the Government definition of a year-long Course, the Course must be equivalent to an Academic Year in length to be classified as a year-long Course.

3.2.6 Replacement Course codes

A replacement code is required when the following changes to a Course are being proposed or mandated:

1. Field of Education;
2. funding cluster;
3. Course Level;
4. total Unit value; or
5. substantial change to Course Learning Outcomes where Credit for the existing Course cannot be granted for the updated Course.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Dean (Curriculum and Quality)
Policy Type	University Procedure
Policy Suite	Academic Programs and Courses Quality Policy
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	1/1/2028
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register

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Related Policies	Coursework Curriculum Design Policy
Related Procedures	Coursework Curriculum Design and Structure Procedure Program Accreditation Procedure Program Change, Suspension and Discontinuation Procedure
Related forms, publications and websites	Australian Qualifications Framework Coursework Curriculum Design and Structure Schedule
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Year A period of time consisting of Semesters and Study Periods that all commence in the same calendar year. Assessment The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course. Course A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade. Course Learning Outcomes Course Learning Outcomes are the expression of the 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 completing a Course. Coursework A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component. Credit The number of units, up to a specified limit, granted towards a University Award on the basis of either previous Formal, Informal or Non-formal Learning. Credit reduces the number of Courses required to complete an Award Program.

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Field of Education

A classification of programs, specialisations and courses of study, with the same or similar vocational emphasis or principal subject matter.

Full-Time Study

A Student will be deemed to be in Full-time Study where they are enrolled in at least 75% of the equivalent full-time load (8 Units) during an Academic Year. These Units can be taken in any Study Period during the year.

Learning Outcomes

The expression of the 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.

Level

The stage of a program specified for completion during the equivalent of a single Academic Year of Full-time Study.

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Student

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

Student Contribution Amount

The student contribution that a Commonwealth supported Student pays for a specific course of study.

Unit

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	This is an indicator of the value of a Course. Most Courses are valued at one Unit. Units are used to track progress towards completing a program. (The term used prior to 2002 to describe a Course) University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
Keywords	Course code, course name, discipline descriptor, replacement code
Record No	22/513PL

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