



Course Coding - Guidelines

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Topic:

3.20.03 Course Coding ^[3]

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All Staff

All Students

Document Web Links:

PPL 3.20.02 Course and Program Design Principles ^[4]

PPL 3.20.04 Program Nomenclature ^[5]

PPL 3.20.01 Academic Program Approval ^[6]

Notes:

May 2014 - Weblinks and AQF references updated.

1. Purpose and Objectives

These guidelines are intended to assist in the preparation and review of course codes, consistent with the requirements of the University's alphanumeric coding system.

2. Definitions, Terms, Acronyms

Academic Programs – sequence of study leading to the award of a qualification such as an undergraduate degree or diploma, and/or postgraduate coursework qualification.

AQF – Australian Qualifications Framework

Course (formerly known as subject) – a distinct unit of study within a program, for which a result is given. Each course is identified by its alphanumeric code, a title and a fixed unit value. Courses are normally completed in one or two semesters.

Units (#) – represent the value of individual courses which contribute to the total unit requirement of an academic program.

3. Guidelines Scope/Coverage

These guidelines apply to the coding system for all courses offered in undergraduate and postgraduate coursework awards.

4. Guidelines Statement

This document provides guidance on the coding of courses, as a complement to and extension of the details and instruction found in PPL 3.20.03b Course Coding – Procedures [7], informed by PPL 3.20.02a Course and Program Design Principles – Policy [8]. In most instances, it is advised to consult also PPL 3.20.01a Academic Program Approval – Policy [9] and related procedures and guidelines.

5. Course Coding System Guidelines

Information relating to course code, course title and unit value as well as offering details and description is displayed in the course profile. The course profile system is configured and maintained in SI-net [10].

5.1 Courses offered in more than one level in an undergraduate program or programs

If the same course is available at more than one level but requires the same level of academic rigour, only one code should normally be assigned – at the level of the program to which the course is primarily associated, or at the higher level if there is any uncertainty. If there are different expectations/outcomes, different course codes should be assigned.

5.2 Courses offered in both an undergraduate and a postgraduate program

If the same material is taught both in an undergraduate program and in a suite of postgraduate programs, there should be two course codes assigned to reflect the more rigorous level of assessment expected of postgraduate students (see PPL 3.20.02a Course and Program Design Principles – Policy [11]). Course codes should be allocated with due recognition to principles of postgraduate coursework program design.

5.3 Courses offered in a suite of postgraduate programs

Where the same course is available in a suite of postgraduate programs, the course should be coded at the level of the program to which it is primarily associated. If this is unclear or if there is a choice, the course should be coded at the higher level.

5.4 Year-long courses

Wherever possible, year-long courses should be separated into single semester courses. However, where a year-long course is academically justified and can commence in any semester, separate codes must be created.

Custodians

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Links:

[1] <https://ppl.app.uq.edu.au/print/node/580>

[2] <https://ppl.app.uq.edu.au/printpdf/node/580>

[3] <https://ppl.app.uq.edu.au/content/3.20.03-course-coding#Guidelines>

[4] <http://ppl.app.uq.edu.au/content/3.20.02-course-and-program-design>

[5] <http://ppl.app.uq.edu.au/content/3.20.04-program-nomenclature>

[6] <http://ppl.app.uq.edu.au/content/3.20.01-academic-program-approval>

[7] <http://ppl.app.uq.edu.au/content/3.20.03-course-coding#Procedures>

[8] <http://ppl.app.uq.edu.au/node/192#Policy>

[9] <http://ppl.app.uq.edu.au/content/3.20.01-academic-program-approval#Policy>

[10] <https://ppl.app.uq.edu.au/glossary/term/171>

[11] <http://ppl.app.uq.edu.au/content/3.20.02-course-and-program-design#Policy>

[12] <mailto:'+'academic.registrar@uq.edu.au>