Edith Cowan University
Procedures

Procedure Title: **Course Titling and Post-nominals Procedure**

Procedure Owner: **Deputy Vice-Chancellor (Education)**

Keywords: **Name, Nomenclature, Award, Abbreviations**

This procedure supports the University to operationalise the Curriculum Approval, Amendment, Accreditation and Archiving Policy and the Curriculum Design Policy and must be complied with.

1. INTENT

The purpose of this procedure is to guide the consistent titling of ECU's courses and allocation and style of the associated Post-nominals.

2. ORGANISATIONAL SCOPE

This procedure applies to all staff members involved in the development, amendment and approval of courses and creation of Post-nominals for academic awards offered by ECU.

Post-nominals for Honorary Awards are developed and administered in accordance with the Honorary Awards of the University Policy and Procedures.

3. DEFINITIONS

The University Glossary and the following definitions apply to this procedure:

Term:	Definition:
Post-nominal	An abbreviation displayed after an individual's name to indicate a qualification, professional association membership, or honorary award.

4. PROCEDURE CONTENT

Course Titling

4.1. ECU course titles shall:
   a. Align with the requirements of the Australian Qualifications Framework (AQF).

b. Follow the approved nomenclature as prescribed in the table at 4.3.
c. Incorporate any specific requirements of Educational Partnership agreements.
d. Ensure that non-award courses are titled in such a way that distinguishes them from courses that lead to an AQF award.

4.2. Standards for course titling:
a. Bachelor, Master and Doctoral awards use the preposition 'of' and all other awards use 'in' except for non-award courses which should be distinguishable from courses which lead to an award recognised under the AQF.
b. Honours is not within parentheses.
c. The word 'and' should be written in full in the course title (no use of ampersand).
d. Double-degrees shall be separated with a forward slash with a space on either side.
e. Specialisations are contained within parentheses.

4.3. The conventions for ECU's course titling are outlined in the table.

Award type	Titling Convention	Example Title
Non-award	Certificate of Xxx	Certificate of Academic Studies
Certificate I – IV	Certificate IV in XX	Certificate IV in Aboriginal Performance
Diploma	Diploma in XX	Diploma in Language Studies
Advanced Diploma	Advanced Diploma in XX	Advanced Diploma in Music Teaching
Associate Degree	Associate Degree in XX	Associate Degree in Indigenous Services
Bachelor	Bachelor of XX	Bachelor of Arts
Bachelor with specialisation	Bachelor of XX (specialisation)	BCom(Acc)
Bachelor Double	Bachelor of XX / Bachelor of YY	Bachelor of Arts / Bachelor of Science
Bachelor Honours	Bachelor of XX Honours	Bachelor of Business Honours
Graduate Certificate	Graduate Certificate in XX	Graduate Certificate in Intelligence
Graduate Diploma	Graduate Diploma in XX	Graduate Diploma in Clinical Nursing
Master	Master of XX	Master of Occupational Health and Safety
Doctor	Doctor of XX	Doctor of Psychology

*Example of a Non-Award Course and may be used in educational partnerships in accordance with the Educational Partnerships Policy and Non-Award Course Procedures.

Post-nominals

4.4. The Post-nominal for Edith Cowan University is *ECowan* (in italics) not ECU.
4.5. All ECU courses are allocated a Post-nominal by Academic Quality and Standards during the process of initial course approval.
4.6. A list of authorised Post-nominals and a Post-nominal Glossary will be published on ECU's website.

4.7.   Specific award abbreviations may be requested if they relate to professional accreditation.

4.8.   The development of a Post-nominal will take into account the following:
  a.   Professional accreditation or recognition by a professional body.
  b.   The possibility of alternative negative connotations.
  c.   Possible misunderstanding by students and employers.

4.9.   The Standards for developing a Post-nominal are:
  a.   Post-nominal comprise a combination of upper and lower case characters.
  b.   Punctuation is not used within the Post-nominal for an award.
  c.   Spaces are not used within the Post-nominal (except for double-degrees, see 4.9.e.).
  d.   Multiple Post-nominals are separated by a space.
  e.   Double-degrees are separated by a forward slash without spaces between the two abbreviated awards.
  f.   Courses where majors and specialisations form part of the course title are enclosed in round brackets.
  g.   Italics are used for the name of the institution.

4.10.   The structure of ECU's Post-nominals is outlined in the table.

Award Level	Abbreviation	Example
Undergraduate Certificate	UGCertXxx	UGCertHlthSc
Certificate (I-IV)	Cert#Xxx	CertIIMusIntro
Diploma	DipXxx	DipCnslgSkills
Advanced Diploma	AdvDipXxx	AdvDipCostumePerf
Associate Degree	AssocBXxx	AssocDegCrimnlgy&Just
Bachelor Degree	BXxx	BBus
Bachelor Degree with specialisation	BXxx(specialisation)	BEng(Mech) or BSc(Chem).
Bachelor Double Degree	BXxx/BXxx	BCom/BSc or BA/LLB
Honours Degree	BXxxHons	BEngHons
Honours Degree with specialisation	BXxx(specialisation)Hons	BCom(Acc)Hons
Graduate Certificate	GradCertXxx	GradCertSecuirtyMgt
Graduate Diploma	GradDipXxx	GradDipEd
Master Degree	MXxx	MNurs
Doctoral Degree	D	PhD
Professional Doctorate	D	DPsych
Non-AQF Awards*		
Certificate	CertXxx	CertAcadSt

*Example of a Non-Award Course and may be used in educational partnerships in accordance with the Educational Partnerships Policy and Non-Award Course Procedures.

5.   ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedures Owner is the Deputy Vice-Chancellor (Education) and has overall responsibility for the content of these procedures and their operation.

The Manager, Academic Quality and Standards is responsible for currency of information and provision of advice relating to these procedures.

The Manager, University Governance is responsible for provision of advice relating to Post-nominals for Honorary Awards of the University.

6.   RELATED DOCUMENTS

Legislation
Australian Qualifications Framework

Policies
Curriculum Approval, Amendment, Accreditation and Archiving Policy
Curriculum Design Policy
Educational Partnerships Policy
Honorary Awards of the University Policy

Operational documents and resources

Curriculum Approval, Amendment, Accreditation and Archiving Procedures
Curriculum Design Procedures
Glossary of Award Abbreviations
Honorary Awards Procedures
List of Authorised Post-nominals
Non-Award Course Procedures

7.   CONTACT INFORMATION

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8.   APPROVAL HISTORY

Procedure approved by:	Deputy Vice-Chancellor (Education)

Date procedure first approved:	13 June 2023
Date last modified:	13 June 2023
Revision history:	13 June 2023 Comprehensive review of the Post-nominals Procedure and update in scope to include course titling. Incorporation of course titling information (4.1. – 4.3.). Change of title of procedures to reflect scope change. Removal of operational aspects of post-nominals information. The Post-nominals Policy rescinded to coincide with this change to the Procedures.
Next revision due:	June 2026

Appendix 1. Course Titling and Post-nominal examples

Award type	Titling Convention	Example title	Post-nominal	Example post-nominal
Non-Award	Certificate of Xx	Certificate of Academic Studies	CertXxx	CertAcadSt
Certificate I – IV	Certificate IV in XX	Certificate IV in Aboriginal Performance	CertIVXX	CertIVAblPerf
Diploma	Diploma in XX	Diploma in Language Studies	DipXX	DipLangSt
Advanced Diploma	Advanced Diploma in XX	Advanced Diploma in Music Teaching	AdvDipXX	AdvDipMusTeach
Associate Degree	Associate Degree in XX	Associate Degree in Indigenous Services	AssocDegXX	AssocDegIndigServ
Bachelor	Bachelor of XX	Bachelor of Arts	BXX	BA
Bachelor with specialisation	Bachelor of XX (specialisation)	BCom(Acc)		
Bachelor Double	Bachelor of XX / Bachelor of YY	Bachelor of Arts / Bachelor of Science	BXX/BYY	BA/BSc
Bachelor Honours	Bachelor of XX Honours	Bachelor of Business Honours	BXXHons	BBusHons
Graduate Certificate	Graduate Certificate in XX	Graduate Certificate in Intelligence	GradCertXX	GradCertIntell
Graduate Diploma	Graduate Diploma in XX	Graduate Diploma in Clinical Nursing	GradDipXX	GradDipClinNurs
Master	Master of XX	Master of Occupational Health and Safety	MXX	MOccHlth&Saf
Doctor	Doctor of XX	Doctor of Psychology	DXX	DPsych