

Course Design Procedure - Course and Unit Coding

Purpose

1. The purpose of this Procedure is to give effect to the Course Design Policy to guide the assignment of course and unit codes to provide a logical and transparent structure.

Scope

2. This Procedure applies to:
 - a) all GHE higher education courses and units;
 - b) staff with responsibilities under this Procedure.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

4. This Procedure is linked to the:
 - a) Course Design Policy;
 - b) Course Design Procedure – Graduate Attributes.

Procedure

5. Course and unit codes are attached in Schedule One to this Procedure.

Assigning an internal course identifier code

6. All courses will be assigned a unique course code identifier which will include an alpha as well as numerical component.
7. The alpha coding concatenates the company trading name (GHE) and a course acronym.
8. The numeric coding ensures that versions of courses can be readily identified by year of approval.
9. When a new course is being developed, an interim identifier code is assigned by the Operations Director.
10. This code will be considered interim through the governance approval process until approval of the course by the Academic Board and endorsement by Board of Directors.
11. If amendments to a course change the course substantially, that is, if half or more of a previously accredited course is changed (see the **Course Development, Approval, Amendment and Discontinuation Policy**) the assignment of a new numeric code is required.
12. To maintain data integrity, course codes must remain unique to a specific course and not be reallocated, regardless of whether the course is still being offered.

Assigning an internal unit identifier code

13. All units will be assigned a unique unit code identifier which will include an alpha as well as numerical component.

14. The alpha coding demonstrates the discipline area .
15. The numeric coding ensures that the *Australian Quality Framework (AQF)* level of units are able to be identified within a scaffolded course, and the position of the unit in the catalogue of units for that discipline.
16. When a new unit is being developed, an interim identifier code is assigned by the Operations Director.
17. This code will be considered interim through the governance approval process until final internal approval of the unit by the Academic Board.
18. To maintain data integrity unit codes must remain unique to a specific unit and not be reallocated, regardless of whether the unit is still being offered.
19. The classification should be reviewed following major amendment to unit content.

Roles and responsibilities

20. The Academic Board is responsible for approving course and unit codes.
21. The Operations Director is responsible for assigning interim course and unit codes with reference to Course and Unit Outlines.
22. All staff are responsible for becoming familiar and complying with this Procedure.

Associated information

Related Internal Documents	Course Design Policy Course Design Procedure - Graduate Attributes Glossary of Terms
Related Legislation, Standards and Codes	<i>Tertiary Education Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students (ESOS) Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>
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Change history

Version Control		Version 1.2
Change Summary	22-Jan-20	V1.0 Draft considered by Academic Board (AB) 7-Feb-20 with major revisions requested
	22-Nov-21	V1.1 Revised draft for approved by AB 12-Nov-21 incorporating requested revisions, editorials and administrative updates recommended to 10-Dec-21 Board of Directors and endorsed
	5-Oct-23	V1.2 administrative updates following TEQSA registration

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>

Schedule One - Course and Unit Codes

Schedule One will be maintained to represent the courses and unit codes currently in use by GHE.

Internal Course Identifier Codes

The nomenclature for the internal course identifier code is as follows

GHE + Course Code + Course Discipline Area + Version

Therefore the Master of Information Technology (Security Management) approved in 2021 is GHEMIT21.

Alpha Prefix (All Courses)

Company Code = GHE

Alpha Codes (Course Level)

Course Level	Code
Diploma	D
Bachelor	B
Graduate Certificate	GC
Graduate Diploma	GD
Masters	M

Alpha Codes (Course Discipline Area)

Discipline Area	Code
Business	B
Information Technology	IT

Numeric Coding (Version)

Numerical coding is issued sequentially based on a two-digit sequence representing the year of approval.

Internal Unit Identifier Codes

The nomenclature for the internal unit identifier code is as follows

Discipline Code + Numeric Code

Therefore the third Management unit approved for use in a Masters Course and the unit is at AQF 9 is MGT9903.

Alpha Codes (Discipline Code)

Prefix	Description
BUS	Business
MGT	Management
MIT	Information Technology

Numeric Coding (4 Digits required)

Code	No	Description
First Digit = AQF Level of Course	5	AQF level 5 - Diploma
	6	AQF level 6 – Advance Diploma, Associate Degree
	7	AQF level 7 – Bachelor Degree
Second Digit = AQF Level of Unit	8	AQF level 8 -Bachelor Honours Degree, Graduate Certificate, Graduate Diploma
	9	AQF level 9 - Masters Degree
Third and Fourth Digits	00	Third and fourth digits signify the position of the unit in the catalogue for that discipline e.g. 00, 01, 02, 03