

Name of Policy	Guidelines for Coding and Naming of Units	
Description of Policy	These guidelines relate to the assignment of a unit code, to enable the unit and its associated details, including student enrolments, to be recorded in the student system.	
<input checked="" type="checkbox"/> New Policy	<input type="checkbox"/> Revision	

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Approved By	Academic Board
Officer Responsible	Pro-Vice-Chancellor (Academic Affairs)
Contact Officer:	Academic Registrar

1. Nature and purpose of unit codes

- 1.1 All units offered within ACU must be assigned a unit code, to enable the unit and its associated details, including student enrolments, to be recorded in the student system. ACU has adopted an alpha numeric coding system consisting of four alpha characters and three numerals (eg ECON101).
- 1.2 The unit coding system must be meaningful, simple, flexible, intelligible to students and consistent with DEST requirements.
- 1.3 Each unit has a discrete unit code and unit codes cannot be re-used for units with different academic content or learning outcomes.

2. Alpha characters

- 2.1 The four character alpha prefix identifies the discipline of the unit.

Units are coded on the basis of the discipline of the area of study encompassed in the unit, not on the basis of the academic organisational unit (normally School) offering the unit. The discipline descriptors are aligned with the DEST ASCED codes. Discipline descriptors are also linked with Student Contribution Level bands and funding clusters. Therefore, where units in like disciplines fall in different bands or funding clusters, they should be distinctively coded.

- 2.2 The alpha characters should not end in “I” or “O”, in order to avoid possible confusion with the numerals “one” and “zero” respectively.
- 2.3 University awards (eg Doctor of Philosophy, Master of Philosophy, Graduate Certificate in Higher Education) will be coded with a university, rather than discipline-related, prefix.

3. Numeric characters

The three numeric characters –

- (a) reflect the level of the study (in the first of the three numerals); and
- (b) provide a unique identifier for the unit (in the second and third numerals).

4. Assignment of unit codes

- 4.1 Whenever a Faculty wishes to create new units, it should consult with the Manager, Student Systems, to have appropriate codes created and assigned to the unit. The alpha/discipline codes will normally be assigned by Student Systems.
- 4.2 If a Faculty wishes to establish a new discipline descriptor for an existing discipline, in lieu of that previously used, it must forward to the Academic Registrar a request outlining –
 - (a) the proposed alpha code;
 - (b) the proposed start date;

- (c) the rationale/justification for introduction of a new discipline descriptor;
- (d) the relevant academic organisational unit.

4.3 Where all available numeric characters have been used, it may be necessary for Systems, in consultation with the Faculty, to assign a new alpha code for the discipline.

5. Level of study identifiers

5.1 Schema for numeric characters

The following schema will be used for the first of the three numeric characters, to identify the level of study:

- 1 = first year, introductory or first level undergraduate unit
- 2 = advanced level undergraduate unit
- 3 = third year or third level undergraduate unit; to be used only where it is desirable to differentiate from other advanced level units
- 4 = fourth year or fourth level undergraduate unit or honours unit;
- 5 = graduate certificate or graduate diploma unit
- 6 = any other postgraduate unit (other than at doctoral level)
- 7 = doctoral level unit.

5.2 Coding of units of similar content

A single unit will normally have only one code. Where any variation of this principle is proposed, it should be justified and specifically approved by the relevant Faculty Board.

5.3 Units offered in more than one level in undergraduate courses

If the same unit is available at more than one level, within an undergraduate course(s), but requires the same level of academic rigour, only one code should be assigned; that code will reflect the level of the course with which the unit is primarily associated. If there is any uncertainty, it should be coded at the higher level.

If a unit is substantially the same but has different expectations/learning outcomes, different unit codes should be assigned.

5.3 Units offered in undergraduate and postgraduate courses

If substantially the same material is taught in both an undergraduate and a postgraduate course, it is expected that a more rigorous level of assessment and different learning outcomes will be required of postgraduate students, in line with the principles of postgraduate coursework program design. Accordingly, the units would be assigned different unit codes, each reflecting the relevant level of the unit.

5.5 Units offered in a suite of or related postgraduate courses

If a unit is available in a suite of or related postgraduate courses, it should have a single code, at the level of the course with which it is primarily associated. If there is any uncertainty, it should be coded at the higher level.

6. Length of unit titles

Unit titles must be contained within the character limits in the academic database and student system for both long and abbreviated titles (100 characters and 45 characters respectively).

7. Approval of unit codes

The Dean or nominee will approve the allocation of unit codes and ensure compliance with these Guidelines in respect of units and courses offered within their Faculty.