

## UNIT CODING POLICY

<b>Approving authority</b>	Academic Board
<b>Purpose</b>	This policy sets out the basis for cataloguing Unit codes for higher education courses.
<b>Responsible Officer</b>	Academic Dean
<b>Next scheduled review</b>	August 2028
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Assessment Policy and Procedure Academic Progress Policy and Procedure Credit Transfer and Articulation Policy Course and Unit Approval and Review Policy and Procedure Records Management Policy and Procedure Unit Credit Points Policy

### 1. PRINCIPLES

Oxford Institute of Higher Education (hereafter referred to as “the Institute”) is committed to the delivery of high quality educational courses. This is achieved through the provision of flexible methods of learning that enable student choice; facilitation of student mobility between education and training providers nationally and internationally; compliance with regulatory and best practice standards; the provision of efficient and rationalised unit and course offerings and consistency in educational offerings at the same level.

Units of study are the component parts of accredited courses. Units of study are designed as discrete entities, but they should also be designed to complement other Units of study to form a coherent program of study that leads to the learning outcomes of an award course. Each Unit of study has a distinct set of learning outcomes, the achievement of which is measured through appropriate assessment tasks.

### 2. SCOPE

This policy applies academic staff involved in the development or review of Unit of study coding for Institute accredited courses.

### 3. DEFINITIONS

#### ***Coding***

Coding is the process of assigning letters and numbers to something for classification or identification.

#### ***Course Catalogue***

The Course Catalogue is the collection of the courses offered by the Institute.

#### ***Unit of study***

A Unit of study is an individual subject that is studied as part of a course. It is the smallest stand-alone component of a course that can be recorded on an academic transcript and has an assigned credit point value. Units of study can be core (mandatory) or elective (optional). A Unit of study can also be viewed as the study of a particular topic within a wider field and is a Unit of the basic building block of a qualification.

## 4. POLICY

- 4.1 Accredited courses will be comprised of Units of study and in order to effectively manage, track and record students' progress during their courses, Units of study will be given a unique identifier.
- 4.2 The collection of the units offered by the Institute is referred to as the Unit Catalogue. Course units of study in the Unit Catalogue will be allocated a Unit Catalogue Number.
- 4.3 Each Unit of study in a Course will be designated an academic level which is one of the following:

### **Undergraduate:**

This is designed for students taking programs at AQF level 7. The course is designed for students in the undergraduate career, taking sub-Bachelor degree qualifications (e.g. Diploma, Advanced Diploma and Associate Degree), Bachelor degree, and Bachelor Honours degree programs.

### **Postgraduate**

This is designed for students taking postgraduate programs which may include Graduate Certificate and Graduate Diploma at AQF level 8, and Master's degree at AQF level 9.

### **Non-award**

This is designed for students undertaking units which do not lead to an award the Institute is accredited to offer. Non-award Units may be standalone units or a training program leading to a certificate of completion only.

- 4.4 Each Unit of study in a Course is allocated a unique Unit Catalogue Number which conforms to the following scheme:

### **Study Area**

The Study Area is designed to be meaningful to students and other stakeholders in capturing the broad field of knowledge and the nature of the content covered in the Unit of study. The following is the list of the Study Area Codes.

Study Area Code	Study Area descriptor
ACC	Accounting
ECE	Early Childhood Education
ECO	Economics
ENT	Entrepreneurship or small business
FIN	Finance, Financial Planning
HRM	Human Resource Management
ICT	Information Computer Technology, Information Computer Systems
ITH	International Tourism and Hospitality Management
LAW	Law
MKT	Marketing
MGT	Management
STA	Statistics

## Study Level

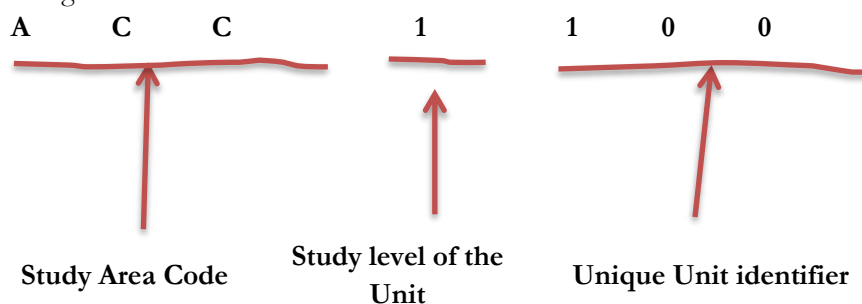
The Study Level of the Unit of study is designed to indicate the level of study of the course. These are as follows:

Degree	Year	How Advanced is Study	Study Level of Unit
Undergraduate	1	Introductory	1
	2	Intermediate	2
	3	Advanced	3
	4	Honours	4
Postgraduate	1	Introductory	5 or 8
	2	Advanced	6 or 9

## Unique Unit Identifier

The Unique Unit Identifier can be any number between 000 and 999.

- 4.5 The following example illustrates how a level 1 Accounting unit from an undergraduate degree would be catalogued:



## Process of Allocating Codes to Units of Study

- 4.6 When a new course is being developed the Academic Dean will allocate a Unit Code for each Unit of study on the course based on the unit coding system described in this policy. Units in existing courses will retain their previously allocated unique unit code.
- 4.7 When new Units of study or existing Units of study are being revised, Academic Dean will allocate a Unit Code for each unit on the course based on the Unit coding system described in this policy.
- 4.8 When allocating code to the area of study the following principles should be followed:
- the Study Area Code should be useful to students and other stakeholders in that it intuitively identifies the area of study;
  - the Study Area Code should be broad enough to cover changes in an area of study over time, and not too narrow as to lose meaning. Where a course straddles two or more areas, a Study Area Code that reflects the main are of study will be chosen.
- 4.9 The design of all new courses and all new course applications will include course unit codes determined in accordance with this Policy and the ***Course and Unit Approval and Review Policy and Procedure***.

## 5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meets the requirements of the TEQSA Compliance Frameworks the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulation.

## 6. FEEDBACK

Feedback and comments on this policy is welcomed by the designated responsible officer of the Institute.

## 7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Australian Catholic University, Guidelines for the Coding and Naming of Units, 2023 ([Guidelines for the Coding and Naming of Units - Policies - Australian Catholic University \(acu.edu.au\)](#))
- Charles Darwin University, Units and Courses Policy, 2023 ([Units and Courses Policy / Governance Document Library \(cdu.edu.au\)](#))
- Griffith University, *Course Catalogue, Coding and Other Course Attributes Policy*, 2023 ([Course Attributes Policy \(windows.net\)](#))
- University of Melbourne, *New Subject Codes, Areas of Study and Study Levels – updated*, June 2013

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	December 2013	Initial issue	AB
2.0	August 2018	Internal Review	AB
2.1	October 2019	Internal Review	AB
3.0	September 2023	Internal Review	AB
3.1	August 2025	Internal Review	AB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth)		

Note: AB = Academic Board