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1 PURPOSE

- 1.1 This procedure outlines how postnominals (qualification abbreviations) will be allocated and used for qualifications conferred by CQUniversity Australia.

2 SCOPE

- 2.1 This procedure applies to qualifications conferred by CQUniversity.

3 PROCEDURE

Postnominal allocation

- 3.1 The University will allocate a postnominal (also known as a course, qualification or award abbreviation) whenever a new course, or new major for an existing course, is proposed. The proposer will suggest the postnominal within the New Course Proposal or Update Course Proposal via the Academic Information Management System (AIMS).
- 3.2 The Secretary to Academic Board (or nominee) will maintain a University-wide perspective on postnominals, and will edit as necessary, in consultation with the proposer, to ensure the postnominal complies with this procedure and that there is no conflict with any existing postnominal.
- 3.3 The use of a specific postnominal must be determined by considering the following factors:
- professional recognition for the specific abbreviation
 - the possibility of alternative negative connotations of the specific abbreviation
 - possible misunderstanding by students and employers, and
 - the possibility of a similar specific postnominal in the general academic and professional area.

Postnominal content

3.4 Postnominals will follow the below guidelines:

- Postnominals will be made using a mixture of upper and lower-case characters, commencing with the course level abbreviation.
- Abbreviations will ensure that anyone reading the postnominal can determine the course it represents.
- The same abbreviation will be used for all instances of a word, except where a commonly recognised abbreviation exists for a particular course. (For example, Arts would not normally be abbreviated, as in GradDipPerfArts, but an exception would be made for the well-known BA (Bachelor of Arts). Similarly, Business would normally be abbreviated as Bus, with the exception of the MBA as this is an internationally-recognised postnominal).
- Punctuation will not be used within the postnominal, e.g. BMathSc and not B.Math.Sc.
- Each qualification will be separated by a comma, e.g. CertIIIAdmin, BProfComm, GradCertArtsAdmin *CQU*, PhD *USQ*.
- There will not be spaces in abbreviations, e.g. BBus(Acct)(Hons) *CQU*, except for the double degree exception below.
- The first letter of each abbreviated word will be capitalised.
- Dual degree courses (which result in one testamur) will be separated by a forward slash, e.g. BA/BBus *CQU*.
- Double degree courses (which result in two testamurs) will be separated by a space, e.g. BEng DipProfPrac(Eng) *CQU*.
- Qualification majors will be enclosed in round brackets, e.g. BEng(Mech).
- Double majors will be enclosed in round brackets, and separated by a forward slash, e.g. BBus(Acct/IS).
- Italics must be used for the name of the institution, e.g. CertIVAgedCare *CQU*.
- Levels of achievement, such as first class (for honours) or with distinction, must not appear in the postnominals.
- Explicit multiple characters for postnominals relating to discipline areas must be used, except in circumstances where the discipline can demonstrate that single character abbreviations conform to an international standard or are widely known.

Display of abbreviations

- 3.5 National Honours will precede all other qualifications, e.g. Julie Citizen AO, BMmSt *CQU*.
- 3.6 Qualifications will be listed in the order of the Australian Qualifications Framework, from Certificate I (AQF Level 1) to Doctoral degree (AQF Level 10), e.g. BEng *CQU*, MBus *E Cowan*.
- 3.7 Where there are multiple qualifications from the one institution, only list the awarding institution once if the qualifications are listed next to each other (in AQF order), e.g. CertIIIAdmin, BProfComm *CQU*, GradCertArtsAdmin, GradDipArtsAdmin *USQ*, PhD *CQU*. Do not list as BA *CQU*, MBA *CQU*.
- 3.8 Professional qualifications will be placed after academic qualifications, e.g. BSc, PhD *CQU*, FAICD.

Qualification abbreviations for CQUniversity

Cert	Certificate in
CertI	Certificate I in
CertII	Certificate II in
CertIII	Certificate III in
CertIV	Certificate IV in
AdvCert	Advanced Certificate in

UGradCert	Undergraduate Certificate in
Dip	Diploma of
AdvDip	Advanced Diploma of
AD	Associate Degree of
B	Bachelor of
GradCert	Graduate Certificate in
GradDip	Graduate Diploma of
PGradDip	Postgraduate Diploma of
M	Master of
D	Doctor of

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Heads of Course are responsible for ensuring appropriate postnominals are proposed for new courses.
- 4.2 The Director Governance (or nominee) has the authority to make further changes to postnominals following relevant committee approval to align postnominals with the requirements of this procedure.
- 4.3 The Director Governance is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.4 The Governance Unit is responsible for maintaining a published list of postnominals for qualifications conferred by the University.

Records management

- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Postnominal: the abbreviated form of a university award/qualification, which is listed after a person's name to indicate their academic qualification. Also known as a program or course abbreviation.

6 RELATED LEGISLATION AND DOCUMENTS

Nil.

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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