BACHELOR HONOURS DEGREE POLICY

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1 PURPOSE

1.1 This policy establishes the governing principles staff must apply when developing, implementing and awarding CQUniversity Bachelor Honours Degrees.

2 SCOPE

2.1 This policy applies to:
   a) all Bachelor Honours Degrees offered by CQUniversity
   b) staff with responsibility for implementing this policy, and
   c) students applying for and/or enrolled in CQUniversity Bachelors Honours Degrees.

3 POLICY STATEMENT

3.1 The Bachelor Honours Degree qualifies individuals who apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning.

3.2 The Bachelor Honours Degree may be undertaken as a pathway to a Masters Degree (Research) or for a Doctoral Degree, depending on a graduate’s level of achievement.

3.3 Research must be evident in all Bachelor Honours Degrees.

3.4 The University may award Bachelor Honours Degrees as either:
   a) a one year equivalent full-time course equating to a minimum of 48 units of credit, following a Bachelor Degree, or
   b) a complete Bachelor Degree, which includes the additional year embedded in the Degree and equates to a minimum of 192 units of credit. Embedded Bachelor Honours Degrees will need to meet the AQF specifications for each qualification.

3.5 All Bachelor Honours Degree courses will meet the Australian Qualifications Framework (AQF) specification for the Bachelor Honours Degree qualification.
Awarding Bachelor Honours Degrees

3.6 To be eligible for the award of a Bachelor Honours Degree, a student must have achieved the following average percentage or grade point average (GPA) in their course, except where otherwise identified in specific University accreditation of particular courses:

<table>
<thead>
<tr>
<th>Honours Level</th>
<th>Percentage Range</th>
<th>GPA</th>
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</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>In the range 85–100%</td>
<td>(GPA ≥6.00)</td>
</tr>
<tr>
<td>Second Class Honours, Division A</td>
<td>In the range 75–84%</td>
<td>(GPA 5.50 to 5.99)</td>
</tr>
<tr>
<td>Second Class Honours, Division B</td>
<td>In the range 65–74%</td>
<td>(GPA 5.00 to 5.49)</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td>In the range 50–64%</td>
<td>(GPA 4.00 to 4.99)</td>
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</tbody>
</table>

3.7 The percentage range is the preferred approach. GPA is only to be used for those courses that do not use percentage-based calculations.

3.8 Credit for prior learning included as part of the degree course will usually not be included in the calculation of the GPA. However, in exceptional circumstances, the Pro Vice-Chancellor (Learning and Teaching) may approve the inclusion of credit for prior learning in these calculations.

3.9 Units for which the grade of Pass Non-Grade (PN) has been awarded are not included in the calculation of the percentage/GPA.

3.10 The percentage/GPA is to be based on all units studied as part of the Bachelor Honours Degree course.

Nature and amount of research

3.11 Consistent with the AQF, the nature and amount of research will vary according to the degree’s structure:

a) For a Bachelor Honours Degree intended as a pathway to a research higher degree, the amount and the type of research in a qualification must comprise adequate preparation for research at a higher level demonstrated by the execution of a piece of research.

b) For a Bachelor Honours Degree designed for advanced learning or for professional outcomes, research may consist of applied research or professionally-oriented research and the outcome of the research will be the execution of a project.

3.12 For a Bachelor Honours Degree, the minimum proportion of research, whether it is a thesis or applied or professionally-oriented research, will be at least 12 credit points. Bachelor Honours Degrees designed as pathways to research higher degrees will typically have a higher proportion of research than 12 credit points.

3.13 Bachelor Honours Degree theses or reports must be examined by at least two suitably qualified and experienced examiners other than the student’s thesis or project supervisor.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 Academic Board is responsible for the accreditation of all CQUniversity award courses.

4.2 Heads of Bachelor Honours Courses are responsible for implementing this policy.

4.3 The Pro Vice-Chancellor (Learning and Teaching) is responsible for overseeing compliance with this policy University-wide, and monitoring its effectiveness to ensure it continues to achieve its purpose.

Reporting

4.4 No additional reporting is required.
Records management

4.5 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University glossary.

6 RELATED LEGISLATION AND DOCUMENTS

Australian Qualifications Framework
Grade Point Average Calculation Procedure

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

<table>
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<tr>
<th>Approval and Review</th>
<th>Details</th>
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<tbody>
<tr>
<td>Approval Authority</td>
<td>Academic Board</td>
</tr>
<tr>
<td>Advisory Committee to Approval Authority</td>
<td>Learning and Teaching Committee of Academic Board</td>
</tr>
<tr>
<td>Administrator</td>
<td>Pro Vice-Chancellor (Learning &amp; Teaching)</td>
</tr>
<tr>
<td>Next Review Date</td>
<td>20/12/2019</td>
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<tr>
<th>Approval and Amendment History</th>
<th>Details</th>
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<tr>
<td>Original Approval Authority and Date</td>
<td>Academic Board 05/1991</td>
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<tr>
<td>Amendment Authority and Date</td>
<td>Education Committee of Academic Board 14/02/2001; Vice-President and Registrar 28/05/2002;</td>
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<td>Academic Board 25/08/2010; Academic Board 9/03/2011; Academic Board 1/06/2011; Academic Board</td>
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<td>21/08/2013, effective from Term 1, 2015; Academic Board 25/05/2016; Executive Committee of</td>
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<td></td>
<td>Academic Board 20/12/2016.</td>
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<tr>
<td>Notes</td>
<td>This document replaces the Bachelor Honours Degree Procedure</td>
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