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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:
- all Bachelor Honours Degrees offered by CQUniversity
 - staff with responsibility for implementing this policy, and
 - 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 one year equivalent full-time course equating to a minimum of 48 units of credit, following a Bachelor Degree, or
 - 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:
- | | | |
|----------------------------------|----------------------|--------------------|
| First Class Honours | In the range 85–100% | (GPA ≥6.00) |
| Second Class Honours, Division A | In the range 75–84% | (GPA 5.50 to 5.99) |
| Second Class Honours, Division B | In the range 65–74% | (GPA 5.00 to 5.49) |
| Third Class Honours | In the range 50–64% | (GPA 4.00 to 4.99) |
- 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:
- 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.
 - 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

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee of Academic Board
Administrator	Pro Vice-Chancellor (Learning & Teaching)
Next Review Date	20/12/2019

Approval and Amendment History	Details
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Notes	This document replaces the Bachelor Honours Degree Procedure