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1 PURPOSE

- 1.1 This procedure sets out how postnominals (qualification abbreviations) are allocated for qualifications conferred by CQUniversity Australia, and how they are to be used.

2 SCOPE

- 2.1 This procedure applies to all 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 is proposed or a new major is proposed for an existing course. The proposer will suggest the postnominal within the New Course Proposal or Update Course Proposal.
- 3.2 The Secretary to Academic Board maintains 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 should be made using a mixture of upper and lower-case characters, commencing with the course level abbreviation.
- 3.5 Abbreviations should ensure that anyone reading the postnominal can determine the course it represents.
- 3.6 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.)
- 3.7 Punctuation should not be used within the postnominal, e.g. BMathSc and not B.Math.Sc. Each qualification is separated by a comma, e.g. CertIII BusAdmin, BProfComm, GradCertArtsAdmin *CQU*, PhD *USQ*.
- 3.8 There should not be spaces in abbreviations, e.g. BBus(Acct)(Hons) *CQU*.
- 3.9 Capitalise the first letter of each abbreviated word.
- 3.10 Dual degree courses (which result in one testamur) should be separated by a forward slash, e.g. BA/BBus *CQU*.
- 3.11 Double degree courses (which result in two testamurs) should be separated by a space, e.g. BEng DipProfPrac(Eng) *CQU*.
- 3.12 Qualification majors should be enclosed in round brackets, e.g. BEng(Mech).
- 3.13 Double majors should be enclosed in round brackets, and separated by a forward slash, e.g. BBus(Acct/IS).
- 3.14 Italics must be used for the name of the institution, e.g. CertIV AgedCare *CQU*.
- 3.15 Levels of achievement, such as first class (for honours) or with distinction, must not appear in the postnominals.
- 3.16 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

- 3.17 National Honours should precede all other qualifications, e.g. Julie Citizen AO, BMmSt *CQU*.
- 3.18 Qualifications are to 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*.
- 3.19 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. CertIII BusAdmin, BProfComm *CQU*, GradCertArtsAdmin, GradDipArtsAdmin *USQ*, PhD *CQU*. Do not list as BA *CQU*, MBA *CQU*.
- 3.20 Professional qualifications should 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
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 Secretary to Academic Board is responsible for maintaining a university-wide perspective on postnominals, ensuring the postnominal submitted for approval complies with this procedure, and that there is no conflict with any existing postnominal.
- 4.3 The Director, Corporate Governance is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.4 The Corporate Governance Directorate is responsible for maintaining a published list of postnominals for qualifications conferred by CQUniversity.

Records management

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

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 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
Administrator	Director, Corporate Governance
Next Review Date	17/07/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 25/05/2005
Amendment Authority and Date	Executive Director (Corporate Services) 01/03/2010; Academic Board 17/04/2013; Academic Board 27/05/2015; Administrator Approved – Director, Governance 17/07/2018; Spelling correction and title updates – Director, Corporate Governance 20/02/2019.
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