

# Curriculum Architecture Policy

## Section 1 - Purpose

- (1) This Policy governs the design and structure of Macquarie University’s award courses.
- (2) This Policy provides a consistent and coherent structure for award courses which supports the quality and integrity of the University’s academic courses and helps to ensure that students are provided with an exceptional academic experience.

### Scope

- (3) This Policy applies to all Macquarie University award courses of study (‘courses’), and their constituent components including Course Components and Units of Study (‘units’).
- (4) This Policy applies to all award courses that are accredited by the University, including:
- a. courses delivered with a third-party provider;
  - b. the Bachelor of Philosophy and Master of Research; and
  - c. courses delivered at an onshore, or offshore delivery location or delivered entirely through an online platform.
- (5) This Policy does not apply to:
- a. non-award programs of study;
  - b. Microcredentials; or
  - c. the Doctor of Philosophy.

## Section 2 - Policy

### Part A - Qualifications

- (6) The University delivers a range of courses that lead to designated [Australian Qualifications Framework](#) (AQF) higher education awards.
- (7) The levels of awards within the scope of this Policy delivered by the University are:

AQF level	Qualification Type
No specified AQF level	Undergraduate Certificate
Level 5	Diploma
Level 7	Bachelor degree
Level 8	Bachelor (Honours) degree Graduate Certificate Graduate Diploma

Level 9	Masters degree (Coursework) Masters degree (Research) Masters degree (Extended)
---------	---

(8) The name of each award must be unique and accurately reflect the nature of study undertaken as outlined within the Course Learning Outcomes.

## Part B - Courses of Study

(9) All Macquarie University awards are achieved through the successful completion of a structured sequence of study called a 'Course of Study', known henceforth as a 'course'.

(10) A Course Authority is assigned to each course and is responsible for the overall architectural design of the course.

(11) All courses must have specified Course Learning Outcomes which are approved by Academic Senate.

(12) The course must be structured in a way that enables the achievement of Course Learning Outcomes to be assured. Course Learning Outcomes and Volume of Learning must be aligned to the relevant AQF level of the specific award.

(13) All award courses and Course Components will have an overall Credit Point requirement that is defined as a multiple of 10cp.

(14) Courses may include 0cp units where this is required to meet specific institutional or external accreditation requirements.

### Double Degrees or Combined Degrees

(15) In the instance of a Double Degree or Combined Degree, the Course Authority of one of the degrees will be appointed as the 'Steward', unless a unique Course Authority is assigned.

(16) Unless determined otherwise, stewardship will be determined by the course that is named second in the Double Degree or Combined Degree.

(17) The order of the course names within the combination is determined as follows:

- a. where a Double Degree or Combined Degree consists of courses of differing AQF levels, the course with the higher AQF level will be named second;
- b. where a Double Degree or Combined Degree consists of a course with no external accreditation requirement and a course with external accreditation requirement, the externally accredited course will be named second; and
- c. if none of the above conditions apply, or in the instance of a combination of two externally accredited courses, the courses will be arranged in alphabetical order unless specified otherwise.

(18) In the case of a Double Degree, the Course Learning Outcomes will be those approved by Academic Senate for each of the individual courses unless there is a specifically designed Double Degree with unique Course Learning Outcomes approved by Academic Senate.

### Course Structures

(19) All University courses are structured in Zones that must be specified in multiples of 40 Credit Points, where 40 Credit Points represents the equivalent of 0.5 year of full-time equivalent student load.

## Core Zone

(20) All University courses must contain a Core Zone which contains units that provide depth of learning within the field of study specified by the degree and constructively aligned to the Course Learning Outcomes for assurance of learning.

(21) The Core Zone of a course can comprise the following:

- a. Essential Units – compulsory units required to meet the requirements of the course.
- b. Elective Units – units grouped into an Option Set from which a student must select a specified number of Credit Points. Units contained within an Option Set provide some choice as to the focus of study but should all support assurance of learning for the same Course Learning Outcome/s.
- c. Course Component/s - a course may require the completion of a Major, Extended Major and/or Minor, or Specialisation. A Course Component is comprised of Essential Units and/or Elective Units.
- d. Transitional Units – only utilised within a Combined Degree, Transitional Units mark the transition in AQF level within the course. These units can be Essential and/or Elective.

(22) The Core Zone must align with the minimum Credit Point requirements specific to a course type as outlined within this Policy (refer to Tables 2 and 3).

(23) Within undergraduate bachelor courses, Capstone and PACE Units will exist within the Core Zone. If Capstone or PACE Units sit within an Option Set, that Option Set must be comprised of only other identically designated units (i.e. Capstone or PACE).

## Unit sharing and distinctiveness within the Core Zone

(24) Essential Units within the Core Zone of a course must not appear anywhere else within the course structure.

(25) Where an Elective Unit exists in more than one Option Set, or within a Course Component, this unit can only be counted once and an alternative unit/s from the relevant Option Set/s must be selected in order to meet the requirements of the course.

(26) Where a student satisfies the course requirements through the completion of units and/or Course Components but has not met the course's Credit Point requirement, they must complete the volume of learning through additional units. Units can be chosen from elective sets within the Core Zone of the course or the relevant Course Component/s. Where there is no such unit available, they may choose any other unit for which they are eligible to enrol providing unit level maximums are not exceeded.

## Flexible Zone

(27) A course may contain a Flexible Zone which consists of Free Choice Units selected by students as either a non-structured or structured sequence of study to provide breadth and/or maturity of study.

(28) In a non-structured sequence of study students may select to take any units for which they are eligible to enrol.

(29) A structured sequence of study may include:

- a. any Course Component for which a student is eligible to enrol and is less than or equal to a student's available Flexible Zone Credit Points (refer to clauses 64, 91 and 99);
- b. a selection of units from a prescribed Option Set.

## Foundation Zone

(30) A Graduate Diploma or a Masters course may contain a Foundation Zone which consists of units which provide fundamental knowledge and skills required prior to undertaking the course's Core Zone.

(31) The Foundation Zone may be used to provide different entry points for admission to the course based on a student's cognate experience.

## Nested Awards

(32) Courses may be structured in such a way that a set of courses align sequentially in a manner that courses at the lower qualification levels are 'nested' within courses leading to a higher qualification enabling multiple entry and/or exit points for students.

(33) Each Course of Study within a nested set must lead to an AQF qualification and meet the requirements of all of the relevant awards as a stand-alone course, irrespective of any nesting arrangement.

(34) Each Course of Study within a nested set must be designed so that students who are enrolled in a lower course at the outset:

- a. are able to achieve the learning outcomes for each course into which they are enrolled;
- b. have the option of continuing on to complete the higher course/s within the nested set; and
- c. are positioned to be able to achieve the learning outcomes for higher qualification level courses in the nested sequence.

## Part C - Units of Study

(35) All award courses and Course Components are comprised of Units of Study ('units') which have a designated Credit Point (cp) value that contributes towards the achievement of the total Credit Points required to attain an award.

(36) Units within courses will:

- a. generally be in multiples of 10cp; however
- b. may be multiples of 5cp where greater modularisation is desired or in order to meet volume of learning requirements for accreditation;
- c. may be 0cp where this is required to meet specific institutional or external accreditation requirements.

However, the units undertaken within each course must sum to the required total of the award, regardless of the pattern of study a student may select.

(37) All 10cp units must equate to 150 hours of student workload, including scheduled and unscheduled learning activities and time assigned for completion of assessments. Where a lower or higher Credit Point value is assigned to a unit, the volume of learning must be adjusted proportionally.

## Unit of Study Levels

(38) All units are identified by an alphanumeric code containing four letters followed by four numerical digits. The first digit of the numerical component indicates unit learning outcomes aligned to specific unit level principles as outlined in Table 1.

**Table 1: Principles for determining the appropriate level of a Unit of Study**

Unit level	Principles
------------	------------

0000-level	These units have learning outcomes that align with a year 12 or equivalent level of performance. They are typically designed for units within enabling programs designed to facilitate undergraduate degree entry delivered by Macquarie University College.
1000-level	These units have foundational or introductory learning outcomes. They are typically designed for students within the first year of tertiary level study who have either; no or limited prior knowledge or skills in the discipline or field, or the equivalent of successful completion of relevant final year high school curriculum.
2000-level	These units have learning outcomes that build upon foundational or introductory learning outcomes to further develop knowledge and/or skills in the relevant discipline or field, and/or the application of knowledge and/or skills. These units are typically designed for students at a stage equivalent to the second year of a Bachelor Degree.
3000-level	These units have learning outcomes that reflect the standards equivalent to the final year of a Bachelor Degree criteria, thereby contributing to the demonstration of the assurance of learning at this level.
4000-level	These units have learning outcomes that demonstrate the application of knowledge and skills in a specific context to undertake professional work or as a pathway for research and further learning following completion of an undergraduate degree. These units are typically designed for students at a stage equivalent to the final year of a Bachelor (Honours) Degree.
5000-level	These units have learning outcomes that demonstrate an advanced application of knowledge and skills in a specific context to undertake skilled professional work. These units are typically designed for students at a stage equivalent to the final year of an Bachelor (Honours) Degree, particularly where professional accreditation may be required.
6000-level	These units have learning outcomes that reflect a level of general knowledge and/or maturity for postgraduate study but do not typically require prior knowledge or skills in the discipline or field. These units may reflect a Graduate Certificate level or entry level of a Masters Degree.
7000-level	These units have learning outcomes that demonstrate advanced research knowledge and/or skills, and/or the application of research knowledge and skills within the context of a specific discipline or field. These units are typically designed for students within the first-year equivalent of a Master of Research course.
8000-level	These units have learning outcomes that reflect a postgraduate level of application of knowledge and/or skills to undertake professional or highly skilled work or as a pathway for research and further learning. These units are typically designed for students within a Masters Degree, although they also may be designed for students within a Graduate Certificate or Graduate Diploma.
9000-level	These units have learning outcomes that reflect a highly advanced application of knowledge and skills to research investigate and develop new knowledge. These units are typically designed for students undertaking a Doctoral Degree.

## Part D - Undergraduate Courses

(39) The University offers four types of undergraduate awards:

- a. Undergraduate Certificate;
- b. Diploma;
- c. Bachelor degree; and
- d. Bachelor degree (Honours).

(40) Undergraduate Courses have the following Credit Point and Zone requirements:

**Table 2: Table of UG Course Credit Points and zone requirements**

Award	Total Credit Points	Core Zone	Flexible Zone	Core Zone Unit level requirements
Undergraduate Certificate	40 Credit Points	40 Credit Points (minimum)	X	All units to be at 1000 level or above

Diploma	80 Credit Points	80 Credit Points (minimum)	X	All units to be at 1000 level or above
Bachelor degree	240 Credit Points (minimum)	160 Credit Points (minimum)	80 Credit Points (maximum)	Maximum of 100 Credit Points at 1000 level (240 Credit Points) OR Maximum of 120 Credit Points at 1000 level (320 Credit Point course) AND minimum of 40 Credit Points at 3000 level or above
Bachelor (Honours) degree or Bachelor of Philosophy	80 Credit Points (minimum) OR may be embedded in a Bachelor degree with 320 Credit Points (minimum)	80 Credit Points (minimum) OR 240 Credit Points (minimum) if embedded within a Bachelor degree	80 Credit Points (maximum)	Minimum of 80 Credit Points at 3000 level or above, including a minimum of 40 Credit Points at 4000 level or above. Where there is an embedded Bachelor degree there must be a maximum of 100 Credit Points at 1000 level

(41) To facilitate the offering and timely completion of a Double Degree, a course structured with a Flexible Zone of 80 Credit Points is optimal and should be utilised wherever possible. However, where a larger Core Zone is required to meet the specified learning outcomes or external accreditation requirements, a Bachelor and Bachelor (Honours) degree course may have insufficient space to set a Flexible Zone or may require a smaller Flexible Zone.

### Capstone Requirement

(42) All Bachelor and Bachelor (Honours) degree courses must have a unit within the Core Zone designated as a Capstone unit.

(43) The Capstone unit must be at 3000 level or above for a Bachelor degree and 4000 level or above for a Bachelor (Honours) degree.

### PACE Requirement

(44) All Bachelor and Bachelor (Honours) degree courses must have a unit designated as PACE, with the exception of an 80 Credit Point Bachelor (Honours) degree and any award course offered through Open Universities Australia (OUA).

(45) A PACE Unit may also be designated as a Capstone unit.

### Undergraduate Course Components

(46) The following Course Components can be utilised within Bachelor and Bachelor (Honours) degree courses:

- a. Major – a Major consists of a structured sequence of units of 80 Credit Points in length that provides a substantial concentrated and specialised focus within a specific area of study.
- b. Extended Major (previously known as Undergraduate Specialisation) - in some instances to meet the specified learning outcomes or external accreditation requirements, a course may be required to offer Extended Majors which are greater than 80 Credit Points and provide a significant depth of study within a specific area. These should only be utilised when Course Learning Outcomes cannot be achieved and/or external accreditation requirements cannot be met with an 80 Credit Point Major.
- c. Minor – a Minor consists of a 40 Credit Point sequence of units that provides a complimentary or additional

focus of study.

## **Majors**

(47) All Majors and Extended Majors must be offered within the Core Zone of at least one course.

(48) All Majors or Extended Majors offered within the Core Zone of a course must appear in the course's Major schedule which is approved by Academic Senate.

(49) All Majors or Extended Majors offered within a course must have the same Credit Point value.

(50) A course may only have a schedule of Majors or a schedule of Extended Majors of the same credit value.

(51) All Majors must have:

- a. no more than 20 Credit Points at 1000 level; and
- b. at least 30 Credit Points at 3000 level or above.

(52) All Extended Majors must have:

- a. no more than 25% of total Extended Major Credit Points at 1000 level; and
- b. at least 30 Credit Points at 3000 level or above.

(53) Majors or Extended Majors offered within the Core Zone of a course must be structured to ensure overall unit level requirements for the course are met.

(54) Majors can appear in the Major schedule for more than one course but must be identical in all offerings. Majors that are not identical will require a different name.

(55) Where there is sufficient space within the Flexible Zone, students may complete any second Major for which they are eligible to enrol. This Major can be from either their course's Major schedule or the Major schedule of any other course.

(56) A student may extend a Minor in their Core Zone to a Major through use of Flexible Zone Credit Points. In this instance, completion of the Major must also meet any Core Zone Minor requirement.

## **Minors**

(57) A Minor may be a:

- a. Derived Minor - drawn from an approved Major or Extended Major;
- b. Designated Minor - a sequence of study with a unique set of learning outcomes that is approved by Academic Senate.

(58) A Derived Minor has the same name as the Major from which its units are drawn.

(59) All Minors must require students to complete a minimum of 20 Credit Points at 2000 level or above.

(60) A Minor may be a required component of a Core Zone.

(61) A student cannot qualify for a Minor with the same name as a Major or Extended Major.

(62) Students can use their Flexible Zone to complete any Minor/s for which they are eligible to enrol from either their course's Minor schedule or the Minor schedule of any other course.

## Unit sharing and distinctiveness within and across Undergraduate Course Components

(63) Students cannot complete two Course Components that share more than 50 per cent of their units.

(64) Where a student satisfies the course requirements through the completion of units and/or Course Components but has not met the course's Credit Point requirement, they must complete the volume of learning through additional units.

- a. Units can be chosen from elective sets within the Core Zone of the course, including any specified Course Component/s within the Core Zone for which a student is eligible to enrol; or
- b. Where there is no such unit available, they may choose any other unit for which they are eligible to enrol providing unit level maximums are not exceeded.

## Part E - Undergraduate Double Degrees

(65) Undergraduate Double Degrees combine two Bachelor courses or Bachelor and Bachelor (Honours) courses and achieve a reduction in the volume of learning by forgoing the Flexible Zone of both courses.

(66) Double Degree course offerings are approved by the relevant Faculty Board in alignment with the [Delegations of Authority Register](#).

### Unit sharing and distinctiveness within Undergraduate Double Degrees

(67) Units completed in a Double Degree may meet the requirements of the Core Zone of both courses of study.

(68) Unit sharing at 2000 level or above is limited to 50 Credit Points of the Core Zone units for courses of 320 Credit Points when doubled. An additional 20 Credit Points of unit sharing is permitted for each additional 80 Credit Points of study above this amount.

(69) Where two courses, if doubled, would exceed these unit sharing requirements these courses cannot be doubled.

(70) Where a student uses one or more units to satisfy the requirements of two courses, they will still be required to complete the overall volume of learning for both courses. They will complete additional units that can be chosen from Elective Unit sets within the Core Zone of the course or any Course Component/s. Where there is no such unit available, they may choose any other unit for which they are eligible to enrol providing unit levels requirements are met.

(71) If the combined volume of learning of the two courses is at least 440 Credit Points when doubled a discount of up to 40 Credit Points will be permitted by the Academic Senate if course authorities can demonstrate that the required learning outcomes for each course have been met by the completion of identified units.

## Part F - Postgraduate Courses

(72) The University offers five types of postgraduate awards:

- a. Graduate Certificate;
- b. Graduate Diploma;
- c. Masters degree (Coursework);
- d. Masters degree (Research); and
- e. Masters degree (Extended).



(73) The term 'Masters degrees' applies collectively to Masters degree (Coursework), Masters degree (Research) and Masters degree (Extended) henceforth unless specifically stated otherwise.

(74) Credit Point and unit level requirements for all Postgraduate courses are outlined in Table 3:

**Table 3: Table of PG Course Credit Points and zone requirements**

<b>Award</b>	<b>Course total</b>	<b>Core Zone</b>	<b>Flexible Zone</b>	<b>Foundation Zone</b>
Graduate Certificate	40 Credit Points	40 Credit Points at 6000 level or above	X	X
Graduate Diploma	80 Credit Points	Minimum 40 Credit Points at 7000 level or above	X	Optional – Maximum 40 Credit Points at 6000 level or above
Masters degree (Coursework)	Minimum 80 Credit Points	Minimum 80 Credit Points at 8000 level or above  Remaining Core Zone units at 6000 level or above	Optional – Maximum 40 Credit Points at 6000 level or above	Optional – Maximum 80 Credit Points at 4000 level or above
Masters degree (Research)	Minimum 80 Credit Points	80 Credit Points at 7000 level or above	Optional – Maximum 40 Credit Points at 6000 level or above	Optional – Maximum 80 Credit Points at 4000 level or above
Masters degree (Extended)	Minimum 240 Credit Points	Minimum 80 Credit Points at 8000 level or above  Remaining Core Zone units at 6000 level or above	Optional – Maximum 40 Credit Points at 6000 level or above	Optional – Maximum 80 Credit Points at 4000 level or above

## Additional Course Requirements

(75) All Masters degrees (Research) must have a minimum of two-thirds of the course volume dedicated to research, research training and independent study.

(76) All Masters degrees (Coursework) must include:

- a. a research project or piece of scholarship demonstrating advanced knowledge; or
- b. a project or practice-related experience.

(77) All Masters degrees (Extended) must include:

- a. a research project or piece of scholarship demonstrating advanced knowledge; and
- b. a significant proportion of practice-related learning.

## Postgraduate Course Components

(78) A postgraduate Course Component is known as a Specialisation.

(79) A Specialisation consists of a structured sequence of units of 40 Credit Points or more at 8000 level or above that provides a specialised focus within a specific area of study.

(80) All Specialisations must be offered within the Core Zone of at least one course.

(81) All Specialisations offered within a course must have the same Credit Point value.

(82) A Specialisation cannot be taken within a Graduate Certificate.

(83) In the instance where the Graduate Certificate is identical to a Specialisation undertaken within a Graduate Diploma or Masters Degree, the name of the Graduate Certificate and Specialisation should be the same.

(84) All Specialisations residing within the Core Zone of a course must appear in the course's Specialisation schedule which is approved by Academic Senate.

(85) Specialisations can appear in the Specialisation schedule for more than one course but must be identical in all offerings. If the Specialisation is not identical it will require a different name in subsequent courses.

(86) Where there is sufficient space within the Flexible Zone, students may complete any Specialisation for which they are eligible to enrol. This Specialisation can be from either their course's Specialisation schedule or the Specialisation schedule of any other course.

### **Unit sharing and distinctiveness within and across Postgraduate Course Components**

(87) A Specialisation within the Core Zone of a degree cannot contain any of the Essential Units for that degree.

(88) A Specialisation within the Core Zone of a degree may contain an Elective Unit that is listed within an Option Set within the Core Zone for that course but cannot contain all the units within the Option Set.

(89) Individual units can be within the Core Zone of more than one Specialisation.

(90) Students cannot complete two Course Components that share more than 50 per cent of their units.

(91) Where a student satisfies the course requirements through the completion of units and/or Course Components but has not met the course's Credit Point requirement, they must complete the volume of learning through additional units.

- a. Units can be chosen from elective sets within the Core Zone of the course, including any specified Course Component/s within the Core Zone for which a student is eligible to enrol; or
- b. Where there is no such unit available, they may choose any other unit for which they are eligible to enrol providing unit level maximums are not exceeded.

### **Postgraduate Double Degrees**

(92) Postgraduate Double Degrees combine two postgraduate courses and achieve a reduction in the volume of learning by forgoing the Flexible Zone of either or both courses.

(93) In Postgraduate Double Degrees the only volume of learning reduction, excepting formal Recognition of Prior Learning (RPL), will be the forgoing of any Flexible Zone requirement.

(94) Double Degree course offerings are approved by the relevant Faculty Board in alignment with the Delegations of Authority.

### **Unit sharing and distinctiveness within Postgraduate Double Degrees**

(95) Units completed in Postgraduate Double Degrees may be able to meet the requirements of both courses of study.

(96) Unit sharing is limited to 40 Credit Points of the Core Zone units for 160 Credit Point Postgraduate Double

Degrees, with an additional 20 Credit Points of unit sharing permitted for each additional 80 Credit Points of study.

(97) Where two courses, if doubled, would exceed these unit sharing requirements these courses cannot be doubled.

(98) Where a student uses a single unit to satisfy the requirements of two Core Zones, to ensure the total volume of learning is not reduced, they will complete an additional unit of the same or higher level.

(99) Where a student satisfies the course requirements through the completion of units and/or Course Components but has not met the course's Credit Point requirement, they must complete the volume of learning through additional units.

- a. Units can be chosen from elective sets within the Core Zone of the course, including any specified Course Component/s within the Core Zone for which a student is eligible to enrol; or
- b. Where there is no such unit available, they may choose any other unit for which they are eligible to enrol providing unit level maximums are not exceeded.

### **Nested Postgraduate Degrees**

(100) The Masters degree (Coursework) of a nested suite must have a minimum of 80 Credit Points.

(101) Each course in a nested postgraduate degree suite must meet the requirements of the stand-alone award defined in Part F – Postgraduate Courses.

(102) Learning outcomes of each course level are required to build on the previous course's learning outcomes.

### **Part G - Combined Degrees**

(103) Combined Degrees are a form of integrated study across a Bachelor or Bachelor (Honours) degree and a Masters degree.

(104) While Combined Degree courses comprise components from both undergraduate and postgraduate courses they must be designed and approved by Academic Senate as an integrated Course of Study with unique Course Learning Outcomes.

(105) All Combined Degrees consist of at least 320 Credit Points.

(106) Combined Degrees should be highly structured and must be designed in such a way that a student who does not meet the progression requirement of the undergraduate component to enable transition into the Masters component of the degree:

- a. will be able to complete the relevant Bachelor degree without having to undertake additional volume of learning; and
- b. still meet all requirements of the Bachelor degree.

### **Course Zone Structure**

(107) Combined Degrees must have a Core Zone that is at least 240 Credit Points comprising:

- a. essential and/or Elective Units and/or Course Components that meet the requirements of a Bachelor or Bachelor (Honours) degree that equate to at least 120 Credit Points;
- b. transitional essential and/or Elective Units that equate to at least 40 Credit Points; and
- c. essential and/or Elective Units and/or Course Components that meet the requirements of a Masters degree that equate to at least 80 Credit Points.

(108) Combined Degrees may have a Flexible Zone that is no more than 80 Credit Points.

## **Unit Level Requirements**

(109) The following unit level requirements apply to a Combined degree:

- a. maximum of 80 Credit Points at 1000 level; and
- b. minimum of 120 Credit Points at 6000 level or above; including a
- c. minimum of 80 Credit Points at 8000 level or above.

(110) The Transitional Units within the Core Zone must have a minimum of 40 Credit Points at 6000 level or above with a minimum of 20 Credit Points at 8000 level or above.

## **Capstone Requirement**

(111) All Combined Degrees must have at least one Essential Unit within the Core Zone designated as a Capstone unit.

(112) At least one Capstone unit must be of 8000 level or above.

(113) A second Capstone unit can be taken at 3000 level or above.

## **PACE Requirement**

(114) All Combined Degrees must have a unit designated as PACE.

(115) The PACE Unit will reside in the Core Zone as either an Essential Unit or an Elective Unit chosen from a distinct PACE Option Set.

## **Part H - Additional Institutional Requirements**

(116) The University may embed compulsory co-curricular not-for-credit short modules into courses.

## **Section 3 - Procedures**

(117) Nil.

## **Section 4 - Guidelines**

(118) Nil.

## **Section 5 - Definitions**

(119) The following definitions apply for the purpose of this Policy:

- a. Capstone is an Essential Unit that will integrate the content presented across a course and will enable a student to demonstrate all Course Learning Outcomes prior to course completion and may be combined with a PACE Unit. NOTE: It is expected that a capstone unit be taken in the final year of a course.
- b. Combined Degrees is an arrangement that will combine select components of an undergraduate course and a postgraduate course into one integrated course and will enable a student to qualify for two awards at different AQF levels.

- c. Core Zone is a compulsory Study Zone that will constitute the minimum study requirements to meet the Course Learning Outcomes.
- d. Course Authority is an appointed staff member that will manage a course on behalf of Academic Senate and will either be a member of faculty or an office.
- e. Course Components is a component of the course structure that will enable a student to develop understanding in one or more disciplines within a course and will either be a Major or a Minor or a specialization.
- f. Course Learning Outcomes is a set of statements that will specify the knowledge and skills and/or the application of knowledge and skills to be acquired and demonstrated by a student upon course completion.
- g. Course of Study is a grouping of units of study that will be delivered by a higher education provider.
- h. Credit Point is a numerical value that will be assigned to a Unit of Study to indicate the workload of a student and to represent the contribution of a Unit of Study towards a course. NOTE: Macquarie University uses a standard Credit Point system where each Credit Point typically requires 15 hours of activity for a student.
- i. Derived Minor is a Minor that will enable a student to develop understanding across one or more disciplines and will consist of undergraduate units as derived from a Major or an undergraduate Specialisation and will not require the approval of Academic Senate.
- j. Double Degree is an arrangement that will permit the study of both Core Zones from two undergraduate courses or two postgraduate courses to enable a student to qualify for two awards at the same AQF level. NOTE: A Double Degree will either be two bachelor degrees or two masters degrees, however, a Bachelor Degree at AQF level 7 may be combined with a Bachelor Honours Degree at AQF level 8.
- k. Elective Unit refers to a unit in the Core Zone which is chosen from a defined Option Set.
- l. Essential Unit is a compulsory Unit of Study that must be completed by a student within a specified course or a Course Component to qualify for course completion.
- m. Extended Major is any Major within a UG degree that is greater than 80 Credit Points.
- n. Flexible Zone (postgraduate) is a Study Zone that may provide choice to a student for their units of study and will enhance the breadth of a course and/or the depth of a course and may not be a component of all courses.
- o. Flexible Zone (undergraduate) is a Study Zone that may provide choice to a student for their units of study and will enhance the breadth of a course and/or the depth of a course and may not be a component of all courses.
- p. Foundation Zone is a Study Zone that will constitute the cognate requirements of the Core Zone in a postgraduate course.
- q. Free Choice Units is a Unit of Study that will enable customisation of a Flexible Zone in a select course and will be chosen by a student from all available Units of Study.
- r. Major is a Course Component that will enable a student to develop a primary understanding of one or more disciplines in an undergraduate course and will total 80 Credit Points.
- s. Microcredential is a recognition of attainment for the completion of one or more micro-units A micro- credential is not a formal AQF award.
- t. Minor is a Course Component that will enable a student to develop an understanding of one or more disciplines in an undergraduate course and must total 40 Credit Points.
- u. Option Set is a component of a course structure that will require a student to complete a specified number of Credit Points from a defined set of Elective Units to meet the requirements of their course or a Course Component.
- v. Specialisation is a Course Component that will enable a student to develop an in-depth focus of one or more disciplines and will either be an undergraduate Specialisation or a postgraduate Specialization.
- w. PACE (Unit) is a Unit of Study that will enable a student to engage in Work Integrated Learning and will integrate practical experience into a course and may be combined with a capstone unit.
- x. Steward - See Course Authority.
- y. Steward (for Double Degrees) - See Course Authority.
- z. Study Zone is a component of the course structure that will group Units of Study in a course.

- aa. Transitional Units - In development through the Glossary project.
- ab. Unit of Study is a discrete component of study that will enable learning in a specific discipline and will either have a Credit Point value or a specified number of days of activity for a graduate research student and will have one or more specified learning outcomes and will be recorded on the academic transcript of a student.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	23rd July 2024
<b>Review Date</b>	12th October 2026
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	23rd July 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Taryn Jones Pro Vice-Chancellor (Education) +61 2 9850 2796
<b>Enquiries Contact</b>	Taryn Jones Pro Vice-Chancellor (Education) +61 2 9850 2796

## Glossary Terms and Definitions

**"Open Universities Australia"** - is an online higher education provider that will deliver select courses and select units of study from a number of Australian higher education providers.