

# N1 – NOMENCLATURE OF AWARDS POLICY AND PROCEDURE

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## 1 PURPOSE

This policy and procedure set out the requirements of *BBI–The Australian Institute of Theological Education (The Institute)* in the naming of awards and the use of post nominals by the recipients of those awards. It ensures that course nomenclature is based on sound principles and follows consistent guidelines.

## 2 SCOPE

This policy applies to all awards of the Institute.

## 3 DEFINITIONS

*Articulated set of courses* means a set of courses (typically three nested courses) in which all units within the lower course(s) are included in the higher course; for example a graduate certificate is nested within a graduate diploma, which is nested within a masters award.

*Award* means a qualification conferred by the Institute upon completion of a course of study, including the attainment of the learning outcomes, aims and objectives of the course at a level evident in the *Australian Qualifications Framework (AQF)*.

*Graduate course* means a course in which ‘new’ knowledge is acquired.

*Honoris causa* means a degree that is awarded without examination as a recognition of respect or exceptional standing in the discipline of the awarded degree.

*Post nominals* means the letters placed after a person’s name indicating the academic qualification(s) conferred on an individual. They should be listed from lowest to highest.

## 4 POLICY

The following principles apply in developing post nominals for an award of the Institute:

- 4.1 *Significant components of the completed award*: the post nominals describe the significant components of the completed award, that is, there should be a direct relationship between the post nominal for the course and the course’s content.
- 4.2 *Consistent with industry and professional requirements*: the post nominals are consistent with industry and professional requirements, where relevant, for the award course of study.
- 4.3 *Sufficiently brief*: the post nominals should be sufficiently brief to allow for easy publication, while remaining consistent with the principles outlined above.
- 4.4 *Consistency across an articulated set*: the nomenclature for an articulated set of courses should be the same across each course in the set of courses, the only variance being the level of the course. For example, the Master of Leadership and Theology articulated set of courses would have the consistent nomenclature of GCertLeadTh, GDipLeadTh and MLeadTh.
- 4.5 *Consistent award level indicator in post nominals*: the use of an award level indicator must be consistent across all awards of the same level, for example, ‘M’ at the beginning of a post nominal indicates ‘Master’.

4.6 *Writing of nomenclature for awards*: when developing award names, the ‘award level’ always precedes the ‘discipline area’, for example:

[award level]                      of/in    [discipline area]  
 Graduate Certificate    in            Religious Education

4.7 *Terms for levels of awards*: in accordance with the *Australian Qualifications Framework* the terms which indicate the level of the Institute’s awards are:

- a. Master of...
- b. Graduate Diploma of/in...
- c. Graduate Certificate in...

4.8 *Honorary award post nominals*: where the Institute has conferred an honorary award, the nomenclature for the award will follow the principles above and the term (*honoris causa*) added to the post nominal, for example, the award of the degree Master of Theological Studies (*honoris causa*) would have a post nominal of MTheolSt (*honoris causa*).

4.9 *Elements not included in a post nominal*: if a student graduates with Distinction, this reference is not included in the post nominal for the award.

## 5 PROCEDURE

### 5.1 Abbreviations of words for post nominals

Word	Abbreviation
Graduate	G
Certificate	Cert
Diploma	Dip
Master	M
Canon	Canon
Governance	Gov
Law	Law
Leadership	Lead
Religious Education	REd
Theology	Th
Theological	Theol
Studies	St

Therefore, the current course names and their post nominals are:

Award Name	Post Nominal
Graduate Certificate in Governance and Canon Law	GCertGovCanonLaw
Graduate Diploma of Governance and Canon Law	GDipGovCanonLaw
Graduate Certificate in Leadership and Theology	GCertLeadTh
Graduate Diploma in Leadership and Theology	GDipLeadTh
Master of Leadership and Theology	MLeadTh
Graduate Certificate in Theological Studies	GCertTheolSt
Graduate Diploma in Theological Studies	GDipTheolSt
Master of Theological Studies	MTheolSt
Graduate Certificate in Religious Education	GCertREd
Graduate Diploma in Religious Education	GDipREd
Master of Religious Education	MREd

*5.2 Abbreviation of BBI – The Australian Institute of Theological Education for inclusion with post nominals*

The appropriate abbreviation for *BBI – The Australian Institute of Theological Education* following a post nominal is (*BBI*).

*5.3 Approval of nomenclature for the award name and the post nominal*

The authorised nomenclature for an award of the Institute is that approved by the Academic Board, and must be consistent with 4.6/4.7 above, and with the approved abbreviations of words for the nomenclature of awards.

*5.4 Nomenclature for Testamurs*

The approved nomenclature for the conferred award (refer 4.6/4.7 above) will appear on testamurs. If a student graduates with distinction this will be shown on the testamur below the award name, however it does not form part of the post nominal nomenclature of the award.

**6 KEY RELATED DOCUMENTS**

- [C6 Courses policy and procedure](#)

**7 NOTES**

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Registrar / Academic Dean
Approval Authority / Authorities	Academic Board
Date Approved	15/12/2020
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Date for Review	24 MONTHS AFTER COMMENCEMENT
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Key Stakeholders	Faculty & Sessional Academics / Students / Higher Education Partners
Associated Documents	15/12/2020 New policy developed.