Program Coding Methodology

1. PROGRAM CODE

The program code is a 4 character numeric code, which is unique, where the first digit indicates the level of program as follows:

1 = Bachelor degree
2 = Bachelor Honours degree (end-on)
3 = Graduate Certificate
4 = Graduate Diploma
5 = Masters
6 = Doctorate
7 = Higher doctorate
8 = Sub-Bachelors award
9 = Non-award program, including Continuing Education, Exchange programs, Study Abroad programs

The Program code for a new program is allocated by the Business Systems Services – Student Team as part of the Program Configuration Collection on the delegated authority of the Academic Registrar. Changes to existing program codes are undertaken by the Business Systems Services – Student Team on the delegated authority of the Academic Registrar.

2. CAMPUS OFFERING OF PROGRAMS

A single program code may be applied to the offering of a single program on multiple campuses or a separate program code may be assigned for each or specific campus offerings. The most appropriate strategy should be discussed with an officer from Academic Services delegated by the Academic Registrar.
3. **GENERIC PROGRAM CODES**

The University establishes University-wide program codes; these include:

- 5001 Master of Philosophy
- 6001 Doctor of Philosophy
- 6024 Doctor of Philosophy by Prior Publication
- 9250 ELICOS Program
- 9251 ELICOS/QIBT Program
- 9252 ELICOS Partner Program
- 9350 Study Tour (ELICOS)
- 9352 UniPrep
- 9354 Masters Qualifying Program
- 9800 OUA General Program
- 9900 Cross Institutional Study - UG
- 9901 Cross Institutional Study - PG
- 9903 Cross Institutional Study - NM
- 9904 Cross Inst Study – UG Fee Pay
- 9905 Cross Inst – QIBT Bus/Com
- 9906 Cross Inst – QIBT Inf Tech
- 9907 Cross Inst – QIBT Sci/Info
- 9910 Miscellaneous Study - UG
- 9911 Miscellaneous Study - PG
- 9912 Miscellaneous Study - GUESTS
- 9913 Miscellaneous – GUESTS QCGU
- 9920 - 9929 Study Abroad Programs
- 9930 Exchange Studies
- 9931 Miscellaneous Study in CUHK
- 9933 Miscellaneous Study – Sec Schl
- 9934 Cross Institutional Study – BULH – UQ
- 9935 Cross Institutional Study – BULH – QUT
- 9936 Miscellaneous Study – GUESTS Online
- 9937 Cross Institutional Study – UG (OUA)

4. **PROGRAM STATUS**

When a program is no longer available to admit new students it is removed from the Degree and Career Finder website and the 'Close' year is inserted into the Short Description field in the PeopleSoft Student System against the program. This action is taken after the program has been formally approved for withdrawal by the Deputy Vice Chancellor (Academic). Once Student Administration and Griffith International Admissions staff confirm there are no students who have been made offers for which the University is obliged to cater, a 'last admit term' is applied in the PeopleSoft Student System against the program. Consideration is to be given to students guaranteed places from pathway programs.