

**Policy Title:** Post-nominals

**Policy Owner:** Manager, Quality and Academic Governance

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### 1. INTENT

The intent of this policy is to guide the allocation and style of post-nominals used for ECU courses.

### 2. ORGANISATIONAL SCOPE

This policy applies to all staff members involved in the creation of post-nominals at ECU.

### 3. DEFINITIONS

TERM	DEFINITION
Course or course	A program of study necessary to qualify for an award of the University.
post-nominal	An abbreviation displayed after an individual's name to indicate a qualification, professional association membership, or honorary award.

#### 4. POLICY CONTENT

- 4.1 All ECU courses are allocated a post-nominal.
- 4.2 The office of Quality and Academic Governance will develop the post-nominal in accordance with this policy. If a particular award abbreviation has professional recognition it may be requested specifically.
- 4.3 The development of a post-nominal will take into account the following:
  - a. professional recognition for a specific abbreviation;
  - b. the possibility of alternative negative connotations; and
  - c. possible misunderstanding by students and employers.
- 4.4 ECUs list of post-nominals and post-nominal glossary will be accessible to students, graduates and staff from the [Quality and Academic Governance](#) website.
- 4.5 Order convention
  - a. National Honours precede all other qualifications e.g. Jane Smith OAM, BSc MBA *ECowan*, PhD *Murd*.
  - b. A lower degree precedes a higher degree, e.g. BSc MBA *ECowan*
  - c. All degrees from the same institution are grouped together, e.g. BSc MBA *ECowan*, PhD *Murd*.
  - d. Professional qualifications are placed after academic qualifications, e.g. BSc PhD *ECowan*, ARACI.
- 4.6 The standards for developing a post-nominal are:
  - a. post-nominals comprise a combination of upper and lower case characters;
  - b. punctuation is not used within the post-nominal for an award, eg. BA
  - c. spaces are not used within the post-nominal, eg BBus(Acc)Hons.
  - d. multiple post-nominals, including double degrees, are separated by a space, e.g. BA LLB;
  - e. courses where majors and specialisations form part of the course title are enclosed in round brackets, e.g. BEng(Mech) or BSc(Chem);
  - f. italics are used for the name of the institution, e.g. PhD *ECowan*.

4.7 The following table illustrates the structure of post-nominals

Award level	Abbreviation	Example
<b><u>AQF Awards</u></b>		
Certificate (I-IV)	CertXxx	CertIIMusIntro
Diploma	DipXxx	DipCnslgSkills
Advanced Diploma	AdvDipXxx	AdvDipCostumePerf
Associate Degree	AssocBXxx	AssocDegCrimnlgy&Just
Bachelor Degree	BXxx	BBus
Bachelor Double Degree	BXxx BXxx	BBus BSc BA LLB
Honours Degree	BXxxHons	BEngHons
Graduate Certificate	GradCertXxx	GradCertSecurityMgt
Graduate Diploma	GradDipXxx	GradDipEd
Master Degree	MXxx	MNurs
Doctoral Degree	D	PhD
Professional Doctorate	D	DPsych
<b><u>Non-AQF Courses</u></b>		
University Certificate	UnivCertXxx	UnivCertPubRecMgt
University Diploma	UnivDipXxx	
University Associate Certificate	UnivAssocCertXxx	

4.8 Honorary Awards of the University

Honorary awards are granted by Council (full details can be found in the [Honorary Awards of the University policy](#)). Examples of the correct post-nominals for Honorary Awards are listed below.

Doctor of the University <i>honoris causa</i>	HonDUniv <i>ECowan</i>
Doctor of Arts <i>honoris causa</i>	HonDArts <i>ECowan</i>
Fellow (of the University or of (WAAPA)	No post-nominals are prescribed
Emeritus Professor	No post-nominals are prescribed

## 5 RELATED DOCUMENTS

- [Authorised Post-Nominals](#)
- [Glossary of Award Abbreviations](#)
- [Curriculum Approval Policy](#)
- [Honorary Awards of the University Policy](#)

## 6 CONTACT INFORMATION

For queries relating to this document please contact:

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## 7 APPROVAL HISTORY

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