

DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ACADEMIC AWARDS	3	
NUMBER	008	
		Policy Database Document Reference Number 113008D

DOUBLE QUALIFICATIONS PROCEDURES

Parent Policy Title	Double Qualifications Policy																							
Associated Documents	Qualifications Procedures Nested Qualifications Procedures Advanced Standing and Credit Transfer Procedures																							
Preamble	La Trobe University allows students to qualify for two qualifications of the University concurrently, sequentially or as part of a formal double qualifications course.																							
General	The requirements for double qualifications courses that at least 75 per cent of the requirements for each qualification must be completed, including any compulsory subjects or major sequences, is rigidly enforced. At least 75% of the final year requirements of each course must also be completed.																							
Table of Contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Section</th> </tr> </thead> <tbody> <tr> <td>Allowable Combinations</td> <td>1</td> </tr> <tr> <td>Requirements in addition to General (above)</td> <td>2</td> </tr> <tr> <td>Duration of Course</td> <td>3</td> </tr> <tr> <td>Related Disciplines</td> <td>4</td> </tr> <tr> <td>Administration of Courses</td> <td>5</td> </tr> <tr> <td>Approval of Double Qualifications</td> <td>6</td> </tr> <tr> <td>Performance Hurdles</td> <td>7</td> </tr> <tr> <td>Reversion to single qualification</td> <td>8</td> </tr> <tr> <td>Testamurs</td> <td>9</td> </tr> <tr> <td>Graduations</td> <td>10</td> </tr> </tbody> </table>		Item	Section	Allowable Combinations	1	Requirements in addition to General (above)	2	Duration of Course	3	Related Disciplines	4	Administration of Courses	5	Approval of Double Qualifications	6	Performance Hurdles	7	Reversion to single qualification	8	Testamurs	9	Graduations	10
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1. Allowable combinations	<ul style="list-style-type: none"> • Bachelor + Diploma • Bachelor + Bachelor • Bachelor + Graduate Diploma • Bachelor + Master • Master + Master 																							

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2. Requirements in addition to General (above)	<p>Bachelor/Diploma: The full requirements for each course must be met. There is no cross-accreditation of subjects in this combination and therefore no reduction in credit point requirements.</p> <p>Bachelor/Master combinations: Students enrolled in a combined Bachelor/Master course must complete at least 120 credit points of Masters level subjects.</p>
3. Duration of Course	<p>Double qualifications courses can be completed in a shorter time than two single qualification courses. In addition to the reduced requirements (ie 75% of each course), students enrolled in double qualifications courses are permitted to over enrol relative to single qualification students. Further details may be found in specific course outlines.</p>
4. Related Disciplines	<p>Double qualifications courses may involve related disciplines (eg Occupational Therapy/Ergonomics) or disparate areas (eg Science/Commerce).</p> <p>In related disciplines, the minimum of 75 per cent of the total number of credit points for the individual qualifications cannot be waived, although the requirements for both of the individual qualifications could be satisfied by a selection of subjects with fewer credit points.</p>
5. Administration of Courses	<p>In double qualifications courses involving two Faculties, one Faculty must be designated to administer the course.</p>
6. Approval of Double Qualifications	<p>Where the degree combinations are of existing approved awards, the approval process comprises a simple request to the Curriculum, Teaching and Learning Committee to approve the combination, demonstrating that the workload and other requirements meet those in the Double Qualifications Policy. If either of the degrees in the combination is a new award, in recognition of potential resource implications, normal course approvals processes must be followed.</p>
7. Performance Hurdles	<p>At the time of developing a new formal double qualifications course, or of allowing a student to enrol in two qualifications simultaneously, any performance hurdles must be clearly explained in the course approval documentation or provided in writing to the enrolling student.</p>
8. Reversion to Single Qualification	<p>To discontinue a double qualifications course and take out one qualification, the student must meet all of the requirements of the single qualification – credit points, hurdle requirements, compulsory subjects and major sequences.</p>
9. Testamurs	<p>A student who completes the requirements for a double qualifications course will receive two testamurs from La Trobe University – one for each accredited</p>

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	qualification.
10. Graduation	<p>Normally a student will wear the colours of and participate in the ceremony for the higher academic qualification, or if the two qualifications are at the same level, the specialist qualification, if any.</p> <p>Individuals wishing to vary this, or to attend more than one ceremony, should approach the Graduations Officer, Academic Services Division.</p>
Status	<p>Revised format. The implementation of the latest version of these procedures supersedes all previous versions of these procedures.</p> <p>This information was previously contained in the Multiple Awards (Double Degrees) Policy approved by Academic Board in July 1998 and amended in June 1999. Additional information was contained in the Masters Program Guidelines, a Report from the Masters Program Working Group to the Academic Board in September 2007.</p>
Approval Body	Academic Board 12 September 2007 item 418.3.1(a) Council
Initiating Body	Programs Committee
Definitions	Qualification: A degree, diploma or course that comprises approved studies at La Trobe University as prescribed by the Academic Board
Date Effective	September 2007
Next Review Date	September 2011
Keywords	double qualifications, double degrees, multiple degrees, concurrent degrees
Owner/Sponsor	Director, Academic Services
Author	Policy and Compliance Officer, Academic Services
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