



A B C D E F G H I J K L M N O P Q R S T U V W

This glossary is managed by Teaching & Learning. Please send feedback or requests for new entries or amendments to AQD@canberra.edu.au. This list of definitions is partly taken from UC policies and procedures that can be found in the [Policy Database](#). It is also meant as a cross-reference to make it easier to find the right policy for the issue you're interested in.

A

Abbreviated course title: The shortened version of the title of an award. [See [Award and field of study abbreviations](#) in the Policy Database.]

Academic and professional literacies: Academic and professional literacies refer to the various literacies that students need to develop to enable them to communicate about their disciplines in academic and professional contexts. This includes the oral and written genres and registers of academic settings (academic literacies) and professional settings (professional literacies).

Academic Board: The principal academic advisory body to University Council. The University statutes and rules governing the Academic Board and other information about the Board can be found on its [website](#).

Academic dress: The components of dress all graduands are required to wear at a graduation ceremony. Detailed information on appropriate academic dress can be found on the UC [website](#).

Academic integrity: The University aims to promote the scholarly values of curiosity, experimentation, critical appraisal and integrity and to foster these values in its students and staff. Academic integrity means honesty and responsibility in scholarship. Students and faculty alike must obey rules of honest scholarship, which means that all academic work should result from an individual's own efforts. Intellectual contributions from others must be consistently and responsibly acknowledged. Students and staff are expected to adhere to high standards of academic integrity and honesty at all times. Failure to do so may constitute misconduct. [See also [Plagiarism](#)]

[See Section 9.2 of the [Student Conduct Rules](#)].

Academic Program: The Academic Program lists all courses from the Register of Courses for the University of Canberra that are open to new admissions for the current year. The Program normally includes a provisional academic program for the following year.

Academic staff: Staff of the University or a third-party provider employed to conduct and/or manage teaching and/or research.

Academic standing: A student's academic progress in a course at any given time.

Academic transcript: An Academic Transcript is a statement detailing a student's academic history at the University of Canberra. It includes grades for each unit undertaken; the date of completion of any course of study and conferral dates as well as any prizes awarded the student.

Accelerated mode: A form of course delivery that allows students to undertake and complete a course in less time than the standard schedule allows. [See also [Intensive Mode](#).]

Acceptance rate: The percentage of applicants to a program of study who accept an offer of a student place.

Accredited unit: An accredited unit is a single component of a qualification, or a stand-alone unit, that has been accredited by the same process as for a whole AQF qualification. In Australia, an accredited unit may be called a 'module', 'subject', 'unit of competency' or 'unit'.

Accrediting body: A professional association or statutory body that formally accredits courses within a particular discipline, in addition to UC accreditation processes. If a statutory body, it may also be responsible for administering the legislation that controls the registration and practice of the profession.

Adjudicator: A person who may be appointed to examine academic work, usually at the level of a thesis, where consensus has not been reached among the examiners. An adjudicator is usually external to the University.

Advanced standing – external credit: Credit awarded to a course of study which reduces the overall length of that course, on the basis of study undertaken at another institution. [See [Credit Procedures](#). See also Recognition of Prior Learning.]

Advanced standing – internal credit: Credit awarded to a course of study which reduces the overall length of that course, on the basis of study undertaken within the University in a different course of study. [See [Credit Procedures](#).]

Agent: An individual, company or organisation engaged to recruit students as part of a contractual agreement, this may be within or outside Australia

who represents or acts on behalf of a higher education provider in communicating with and handling overseas students or intending overseas students.

AHEGS (Australian Higher Education Graduation Statement): provides a description of the nature, level, context and status of studies completed. It is only issued on completion of an award and so differs from an academic transcript that can be issued at various stages. Its purpose is to assist in recognition of Australian qualifications, and promote international mobility and professional recognition of graduates. All UC students receive an AHEGS on graduation.

Aligned assessment: The measurement of learning through tasks and/or activities explicitly linked to the learning outcomes of the course/unit. [See also *Constructive Alignment*.]

Animal ethics committee: The Committee for Ethics in Animal Experimentation is a University committee that determines whether research undertaken by UC staff or students that involves animals meets the University's ethical standards. [See [Other Committee and Advisory Groups](#) web page.]

Annual progression review period: Student progress will be assessed at the end of an academic year. The review period includes any teaching period in which a student has enrolled in units and received a final grade during that period (January to December).

Appeal (Student): A request by a student for a decision or determination made by the University to be amended or overturned. Students who wish to appeal against a determination of an unsuccessful application for a review of a grade, conditional enrolment, suspension, expulsion or exclusion must lodge a written application. Details of how to lodge an appeal can be found in the [Student Grievance Resolution Policy](#). [Also see the website of UC [Dean of Students](#).]

Appropriate review authority: Appropriate review authorities as defined in section 4 of the *Academic Progress Statute 1995* are Academic Board, the Faculty Boards, and a committee or committees appointed by resolution of Academic Board. Academic Board has appointed a committee comprising the Associate Dean (Education) of the relevant faculty and the course convener as an appropriate review authority for the purposes of this policy. [See [Academic Progress \(for Undergraduate Courses and Coursework Postgraduate Programs\) Policy](#).]

AQF: See [Australian Qualifications Framework](#).

Articulation: The design of education and training programs to maximise opportunities for students to proceed from one level of education or training to the next. [See [Credit Procedures](#).]

Articulation Agreement: An Articulation Agreement is a formal contract between UC and a third party, jointly signed by a representative from each party which defines the roles and responsibilities of both parties in relation to students from the third party receiving credit for studies undertaken at the third party which provides advanced standing towards a UC course.

Articulation arrangement: Recognition by the University that specific studies at a particular institution qualify all students with these studies for the specified credit. Articulation arrangements enable students to progress from a completed qualification to another with credit in a defined qualification pathway.

Articulation database: A database that lists precedent for credit arrangements and formal credit transfer agreements between UC and other education and training providers in Australia and internationally. [See also *Credit*.] [See [Credit Procedures](#).]

Assessment: Assessment is a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration. [See [Assessment Policy and Procedures](#).]

Assessment items: Assessment items are components of assessment that are normally submitted as work conducted during the teaching period. Assessment items can be formative or summative and can take many forms including, but not limited to, essays, short answer questions, case study analysis, practicals, workshops, portfolios and examinations. [See [Assessment Policy and Procedures](#).]

Associate degree: A sub-degree award conferred following the satisfactory completion of an academic course normally of at least two years full-time duration.

Assumed knowledge: Knowledge that students are assumed to have in a particular subject area prior to enrolling in a unit or course.

ATAR: [See *Australian Tertiary Admission Rank*.]

Australian Higher Education Graduation Statement: A supplementary statement to qualification certification documentation that provides information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally. The Australian Higher Education Graduation Statement is issued only on award of a qualification (AQF Glossary of Terminology).

Australian Qualifications Framework (AQF): The [AQF](#) is the national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.

Australian Research Council (ARC): An independent body funded by the Commonwealth Government to distribute research funding. [See the [Australian Research Council](#) website.

Australian Tertiary Admission Rank (ATAR): A rank out of 99.95 which indicates how a student has performed in Year 12 used by education institutions (except those in Queensland) to rank and select students for admission to tertiary courses. [See also [Alternative entry programs](#) on the UC website and *Cut-off score*.]

Authentic Learning: Authentic learning refers to educational and assessment techniques focused on connecting students' learning to real-world issues, problems, and applications in a manner designed to equip them with practical and useful life skills and prepare them for professional careers.

Award: The qualification conferred on a student following the successful completion of a course. The categories of award include: Associate Degree, Diploma, Bachelor Degree, Honours Degree, Degree with Honours, Graduate Certificate, Graduate Diploma, Master Degree (both coursework and research), Doctoral Degree (both coursework and research) and Professional Doctorate. An award means a degree, associate degree, diploma or certificate that may be awarded by the University under the *University of Canberra (Courses and Awards) Statute 2010*. An award is the public recognition by the University that a student has satisfactorily completed a course.

Award course: A course of study formally approved/accredited by Academic Board which involves a student undertaking a set of units which, when satisfactorily completed, will qualify a student for an award of the University.

B

Bachelor degree: An undergraduate award of three or more years of full-time or equivalent part-time study which meets the requirements of AQF level 6. [See also *Credit Points*.]

Bilingual print dictionary: A dictionary that translates words or phrases from one language to another without providing a definition of the word in either language. A bilingual dictionary can be either 'mono-directional' (translating from language A to language B), or 'bi-directional' (translating to and from both languages).

Blended learning: Blended learning combines teaching and learning methods from face-to-face, mobile and online learning and includes elements of both synchronous and asynchronous online learning options.

Block (unspecified) credit: Credit towards a specified number of credit points at a specified course level. Any block (unspecified) credit is normally limited to the granting of credit for open electives. [See [Credit Procedures](#).]

Breach of conduct: In relation to a student means (a) a contravention of rule 9 of the [Student Conduct Rules 2012](#); or (b) an offence defined by the University Facilities Statute 1992 or rules made in accordance with the [University Facilities Statute 1992](#).

C

Campus: The physical location from where a course of study is delivered. The University has its primary campus in the suburb of Bruce in Canberra.

Candidature: The period of time that a person is enrolled in a Higher Degree by Research.

Capstone project: A reflective opportunity, usually at the end of a course, that helps students to integrate what they have learnt over the course of their degree and/or prepares them for transition to the next phase of their development, typically either professional practice or further study.

Census date: The last day to withdraw from a unit without academic and/or financial penalty. For

semesters 1 and 2, the census date is usually the Friday of week 5 of semester and for Winter Term it is usually the Friday of week 3. For flexible teaching periods, the census date can be during one of the 12 teaching periods within the academic year. The census date is the last day on which a student can withdraw from a course and have it deleted from their academic record. [See [Important Dates](#) list on UC website.]

Certificate IV: A type of qualification recognised under the *Australian Qualifications Framework*.

Certificate of Attendance: May be issued by a medical practitioner, counsellor or health practitioner, stating that a patient attended the practice. The term may also be used by professional organisations running training/development events to demonstrate a person's attendance at the session. [Relevant to deferred exams – see [Assessment Policy and Procedures](#).]

Certification: The verification and authentication of a student's entitlement to a qualification.

Chancellor: The person who presides at meetings of the University Council and at graduation ceremonies. The role of the Chancellor is similar to that of the chair of a board of company directors.

Clinical placement: A placement is one type of work integrated learning undertaken largely by students in health-related courses. It is a period of time spent in a workplace related to a student's course of study where they are able to apply the skills learned in their course and to learn from working professionals. Placements provide students with direct education and valuable exposure to professional practice in both metropolitan and rural settings. They are a core element of many courses offered by the Faculty of Health. [See the [Placement Office Moodle Site](#) and [Work Integrated Learning Policy](#).]

Closed book exam: An examination where no written or printed materials or other aids are allowed in. No electronic devices are allowed. [See [Assessment Policy and Procedures](#)]

Clustered qualifications: Clustered qualifications are a grouping of two or more AQF qualification types at either the same or different AQF level (this can include nested qualifications). [See [Undergraduate Course Policy and Procedures](#).]

Co-badged course: A collaborative arrangement between recognised education providers resulting in a single award and may include the co-badging of a single Testamur. The inclusion of another university's details on University of Canberra testamur, or a joint testamur, must be approved by the Academic Board and University Council.

Co-curricular learning: [See *Non-formal learning*.]

Co-requisite: A unit that must be undertaken before or at the same time as another unit. Co-requisites are listed on the course home page.

CoE: See *Confirmation of Enrolment*.

Cohort: A group of students that commences a particular course/unit at the same time.

Collaborative testamur: A document issued to a student of the University following successful completion of

a course of study accredited by the University but where curriculum content and/or teaching delivery is shared between the University and one or more partner organisations, and a written agreement exists to allow for a specific form of recognition of the contribution made by the partner organisation(s). Such testamurs are sometimes called “co-badged”.

Combined course: A combined course is the combination of two courses leading to a double degree. Students who complete the combined course are awarded both degrees, e.g. Bachelor of Arts and Bachelor of Laws. [See [Postgraduate Coursework Policy](#).]

Combined level unit teaching: The delivery of the same content in two units at different levels (e.g. undergraduate and postgraduate). These units are sometimes known as ‘parallel units’.

Commencing student: A person who has been admitted and enrolled for the first time at the University.

Committee inquiry: An inquiry undertaken by a Committee established for this purpose, and conducted under the [Student Conduct Rules 2012](#).

Common core units: Units that are common to multiple courses or specialisations within a school or faculty.

Commonwealth Supported Place (CSP): A subsidised enrolment at an Australian university. The Australian Government subsidises a Commonwealth supported place by paying part of the fees for the place directly to the university and the student pays the remainder of the fees through a 'student contribution' amount. Commonwealth supported places are available at all public universities and at a handful of private higher education providers in national priority areas (nursing and education). Commonwealth supported places are only available to domestic students. Most undergraduate students studying at university are enrolled in Commonwealth supported places. There is no cap to the amount of study you can undertake as a Commonwealth supported student.

Computer lab: A room or space containing one or more computers provided by the University for shared student use.

Conditions: Conditions in relation to academic progress mean the criteria that a student must meet, or not breach, to be eligible to continue with their course of study.

Conferral: Conferral is the date on which an academic qualification is granted. This date appears on a student’s testamur.

Conferred ‘in absentia’: Where an award is conferred on a graduand at a graduation ceremony that he/she does not attend.

Confirmation of Enrolment (CoE): Refers to a document, provided electronically by the University to intending overseas students as part of their offer for admission. The CoE must accompany an application for a student visa. The CoE confirms the overseas student’s eligibility to enrol in the particular course of the University and includes their anticipated completion date.

Constructive alignment: Constructive alignment is a design for teaching in which what it is intended students should learn, and how they should express

their learning, is clearly stated before teaching takes place. Teaching is then designed to engage students in learning activities that optimise their chances of achieving those outcomes, and assessment tasks are designed to enable clear judgments as to how well those outcomes have been attained (Biggs, 2014).

[See also *Aligned Assessment*.] [See [Assessment Policy and Procedures](#).]

Constructivism: A widely accepted theory of learning that asserts that people construct their own understanding and knowledge of the world through experiencing new things and reflecting on those experiences. Constructivist education is authentic, reflective, learner-centered rather than teacher-centered, often collaborative, and concerned not only with specific subject content knowledge but also with learning how to learn.

Contact time: The number of hours per week a student is required to attend specified contact time with University tutors (whether on campus or virtually). For international students, this will be face-to-face learning (e.g. tutorials, lectures, workshops and practical sessions). [See also *Non-contact time*.]

Continuing student: All students who are not a commencing student.

Continuous assessment: Assessment of student learning conducted regularly and frequently in small incremental steps throughout a designated teaching period. Successful completion of these steps leads, in sum, to the achievement of appropriate predesignated learning outcomes. [See [Assessment Policy and Procedures](#).]

Contract: Legal and enforceable agreement between the University of Canberra and a third party provider. This may take the form of a Memorandum of Agreement, an Affiliation Agreement, or a contract.

Core unit: A compulsory unit within an academic course or specialisation designed to provide essential skills, knowledge and understanding in the field of study.

Core university surveys: Approved surveys, typically undertaken on a cyclical basis, that form part of the [University’s Quality and Standards Framework](#). [See [University Survey Policy](#).]

Course: A course of study and instruction in which a student is enrolled, leading to an award, provided under rule 5 of the *Courses and Awards (Courses of Study) Rules 2005*. A course is the total program of studies in which a student is enrolled. Successful completion of all the requirements of a course is the normal prerequisite for the granting of a University award. [See [Course Policy](#)]

Course Closure: When a course is formally closed through Academic Board and Council, subject to any teach-out required for existing students within the course. No new admissions are permitted, and the course cannot be reopened with the existing course code. A new course proposal would be required with a new course code proposed to reopen a formally closed course.

Course component: Course components are units, majors or minors.

Course Convener: The staff member responsible for a course (this may be an academic or non-academic position).

Course of study: An academic qualification undertaken by a student which may or may not be conferred (also known as a degree). A course is the total course of studies leading to the granting of a university award.

Course Particulars: Details of specific course information, including design, delivery, structure and assessment, which is approved through University course approval processes.

Course Suspension: When a course (or course offering) is closed to new admissions for a given academic year, it is considered to be suspended for that year. A suspended course can be reopened to new admissions. After a given amount of time (two years by default), a suspended course will be forwarded to Academic Board to recommend formal closure.

Coursework: Coursework is a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.

Credentialed (formal) learning: Course-related learning recognised under the Australian Qualifications Framework (AQF) such as formal learning in a university, a vocational education and training (VET) course, an accredited course offered by a Registered Training Organisation, or overseas equivalents.

Credit: The University uses the term 'credit' in two ways:

- a grade awarded for an assessment task (e.g. C = Credit); and
- the recognition of prior learning (from prior study, work or life experience) granted towards the requirements of an award course at the University; the University recognises that prior learning undertaken by a student satisfies part of the academic requirements of a course. Also known as 'advanced standing' or 'status'. [See [Credit Procedures.](#)]

Credit Arrangement: A credit arrangement is the granting of credit to students from a third party for previous studies undertaken in a third-party course which provides advanced standing in a UC course.

Credit points: Each unit is assigned a number which indicates the size of the unit, its workload and its contribution to meeting the requirements of a course. The total requirement of a course is expressed in quantitative terms as the number of credit points (CP) which must be accumulated. Units are three credit points (standard) or multiples of 3CP.

Credit points are used for weighting of GPA and WAM calculations.

The University of Canberra Courses and Awards (Courses of Study) Rules 2013 set out the following minimum amounts of study an enrolled student of the University must take within the specific course at UC, to be eligible for the granting of an award for that course.

Course Level	Qualification	Credit points required
Undergraduate	Diploma	24

	Associate Degrees	48
	Bachelor Degrees	72
Postgraduate	Honours	24
	Graduate Certificate	12
	Graduate Diploma	24
	Postgraduate Diploma	24
	Master	48
Research	Master	48
	Professional Doctorate	72
	Doctor of Philosophy (PhD)	84

Some courses may have different requirements to those quoted above. Check the [Course Guide](#) for details.

Credit transfer: Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. [See [Credit Procedures.](#)]

CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students): A database of educational institutions in Australia that recruit, enrol or teach overseas students.

Criterion-referenced assessment: The assessment of student performance against pre-determined criteria related to the learning outcomes of the course. [See the [Assessment Policy and Procedures.](#)]

Cross-institutional enrolment: A student is enrolled in an academic course at one educational institution (the home institution) and is permitted by that institution to enrol in units/subjects/courses at another recognised educational institution (the host institution) which will be counted towards an award at the home institution.

Cumulative GPA: A student's Grade Point Average that is automatically calculated for a course of study at the end of each teaching period. [See also *GPA* and [Assessment Policy and Procedures.](#)]

Cumulative WAM: A student's Weighted Average Mark that is automatically calculated for a course of study at the end of each teaching period. Only calculated for courses of study that commenced after Semester 2, 2014. [See also *WAM* and [Assessment Policy and Procedures.](#)]

Cut-off score: Most UC degrees have a 'cut-off score' which is the minimum ATAR a student must achieve to gain entry into a course for which they have applied. [The exceptions are some Arts & Design

Faculty courses which have [Portfolio Entry](#). See also ATAR]

D

DCP: See *Determination of Course Particulars*.

Deferral: The offer to a student of admission to a course that may be taken up at a future date. A student may defer starting a particular course for up to 12 months.

Deferred examination: A further attempted at an examination granted to students who have been unable to complete the scheduled examination, to assist them to achieve a final grade in a course. [See the [Assessment Policy and Procedures](#).]

Degree with honours (AQF level 7): Courses of four or more years that include a minimum of one year of advanced studies for students who demonstrate a high level of achievement in the initial years of the course. Students who fail to meet the necessary grade point average for the honours stream continue with the pass degree. [See [Honours Courses Policy and Procedures](#). For information about grade point average see [Assessment Policy and Procedures](#).]

Determination of Course Particulars (DCP): The set of course information and course structure/awards that the Academic Board approves. The DCP is contained within the Register of Courses and is completed by the Faculty owning the course. [See [New Course Development Policy and Procedures](#).]

Diagnostic assessment: Diagnostic assessment ascertains the extent of what the learner already knows and/or the nature of difficulties that the learner might have, which, if undiagnosed, might limit their engagement in new learning. [See [Assessment Policy and Procedures](#).]

Digital badges: Are a validated indicator that represent academic competencies, achievements, quality, interest and/or skills in both formal and informal learning environments. Digital badges can support connected learning environments by motivating learning and signalling achievement, both within particular communities as well as across communities, institutions and countries.

Diploma: A sub-degree award that is conferred following the satisfactory completion of an academic course of one or two years full-time or equivalent.

Disability: Defined in the [Disability Discrimination Act 1992](#) (Commonwealth) as:

- total or partial loss of the person's bodily or mental functions;
- total or partial loss of a part of the body;
- the presence in the body of organisms causing disease or illness;
- the presence in the body of organisms capable of causing disease or illness;
- the malfunction, malformation or disfigurement of a part of the person's body;
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction;

- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

It includes a disability that presently exists, or previously existed but no longer exists, or may exist in the future, or is imputed to a person. For more information about University policy and procedures relating to disability, see policy C-7: Students with disabilities.

[See [Disability Action Plan 2010–2012](#); [Disability Policy](#); [Discrimination Act 1991 \(ACT\)](#); [Equal Employment Opportunity Policy 1986](#).]

Discipline: A defined branch of study or learning.

Discrimination: Under the *Commonwealth Disability Discrimination Act*, discrimination can be either direct or indirect.

- Direct discrimination occurs when a person is treated less favourably because of a disability.
- Indirect discrimination occurs when the same treatment applies to people with and without a disability but the impact is to disadvantage or exclude people with a disability in a way which is not reasonable.

[See [Disability Action Plan 2010–2012](#); [Disability Policy](#); [Discrimination Act 1991 \(ACT\)](#); [Equal Employment Opportunity Policy 1986](#).]

Doctoral degree (PhD): An award conferred following the satisfactory completion of an original research project which is comprehensive in both theory and practice, and results in a significant contribution to knowledge or understanding and/or the application of knowledge within the field of study. Leads to the award of Doctor of Philosophy. [See *Credit Points*.]

Domestic students: Australian citizens, New Zealand citizens or holders of an Australian permanent visa. Holders of an Australian permanent visa and New Zealand Citizens must reside in Australia for the duration of their studies in order to be eligible for enrolment as a Commonwealth supported student.

Double degree: A course where a student undertakes two contrasting but complementary courses at the same level. The core elements of the two awards are undertaken simultaneously. Students who complete the double degree are awarded both degrees, e.g. Bachelor of Arts and Bachelor of Laws. [See *Combined Degrees*]

E

Early withdrawal: Withdrawal from a unit prior to the census date for the relevant teaching period. Such withdrawal will receive a "withdrawn early" grade for that unit and any debt will be remitted. The unit enrolment will not appear on the student's transcript. Students withdrawing post-census date will be liable for fees and a "withdrawn late" or "withdrawn fail" mark will be given.

Echo 360: The [software](#) used by the University to record the presentation slides and a voice recording of lectures and where appropriate to facilitate lecturer-student and student-student online interactivity during lectures.

Education Services for Overseas Students (ESOS)

Framework: A legislative framework that includes the [Education Services for Overseas Students \(ESOS\) Act 2000](#) (Commonwealth), regulations, related legislation and the National Code 2007.

EFTD: Equivalent Full Time Day Count. The number of days available to complete a research degree. It is 1,460 days for Doctor of Philosophy and Professional Doctorate degrees and 730 days for Masters by Research degrees.

EFTSL: Equivalent Full-Time Student Load. This is the measure used to determine a student's enrolled load. The University sets a unit value for each unit. One EFTSL is the amount of student load determined by the University to be equal to a full-time load for one student for one year, expressed as a number of units. [See also *Student Load*.]

eLearning: Learning that involves online tools, enabling collaboration and access to content that extends beyond the classroom. [See *Flexible Learning*]

Elective: Units in a course of study that may be chosen by a student provided any prerequisites are met. [See also *Open Elective, Restricted Elective*.]

Enabling program: A course of instruction that enables a person to achieve the entry requirements for, and subsequently undertake, a course leading to a higher education award. An enabling program is not a higher education award.

English language competence: English language competence is the ability to use English to interpret and produce meaningful texts and discourses appropriate to the situation in which they are used. [See [English Language Policy](#) and [English Language Procedures](#).]

Enrolled student: A student enrolled on a UC course on the census date for at least one study period in an academic year.

Enrolment: The process by which a person who has been admitted to a University program formally registers to undertake a course as either a commencing or continuing student, and subsequently enrolls in units.

Entrance or admission rank: An entrance rank is a score allocated to represent particular qualifications, education or other experience of an applicant and used to determine the applicant's eligibility for an admission offer and to rank applicants for competitive selection. [See *ATAR*]

Entry requirements: The rules that specify the level of attainment required to qualify for consideration for admission to the University.

ePortfolio: An online repository used by students and staff to collect and assemble evidence, reflect upon experience, and share their work over a course of study and beyond. At UC, students and staff are provided with access to the web-based Mahara ePortfolio software for this purpose.

Equivalent Graduate Status: Recognition of prior learning approved by Academic Board that enables admission to postgraduate courses on the basis of a combination of pre-tertiary qualifications and work experience and/or professional membership, in addition to any special requirements of a course.

[See the [Admission Procedures for Undergraduate and Postgraduate Coursework Courses](#) and [Recognition of Prior Learning](#)]

Examination: A form of assessment whereby a student is required to undertake a specified academic task within a specified period of time, normally between one and three hours. The location of the examination and access to external assistance is also regulated. A final examination is an invigilated examination based on, for example, a test, quiz or essay paper set for students to complete in the official examination period at the end of each teaching period. [See [Assessment Policy and Procedures](#).]

Exchange agreement: A formal international agreement between the University of Canberra and an overseas university or partner institution to enable a student to study or undertake a placement elsewhere to the University. [See the [Study Abroad and Exchange Programs Policy and Procedures](#).]

Exchange program: A full study period exchange that is extended to domestic and international students to provide an opportunity for study at an overseas institution under an international exchange agreement which could also contribute towards their UC qualification. [See the [Study Abroad and Exchange Programs Policy and Procedures](#).]

Exclusion: The termination by the University of a student's enrolment, from a particular course or from the University, for a specified period, usually one year.

Exit award: An exit award is an early point of exit for students who cannot or choose not to complete the whole course in which they enrolled, which provides an opportunity for students to discontinue study but complete a lower level award if (the requirements have been met for that alternative award).

Exit point: An early point of exit for students who choose not to complete the full course in which they enrolled, but to achieve an award of a lower level if they have met the requirements for that alternative award.

External credit: Credit granted on the basis of studies undertaken at an institution other than the University, or credit for units of study from a completed UC award. [See [Credit Procedures](#).]

External examiner: An external examiner for higher research degrees is one who is not connected to the student's research nor has any conflict of interest in examining the work. External examiners may also be used for coursework courses to provide an impartial view on students' performance of particular assessment tasks.

F

Field of Education (FOE): A classification of programs, specialisations and courses of study with the same or similar vocational emphasis or principal subject matter. [See [Department of Education and Training website](#).] A government classification for reporting purposes. Once established for a course or course component it cannot be changed. If a change is required a new course/course component code must be established.

Field of Research (FOR): A classification of a research activity according to the major fields of research investigated by national research institutions and organisations, and emerging areas of study.

Fieldwork: Fieldwork is completed with an organisation or in an environment outside the University. The aim is to link what is learned in class with what is seen, collected and tested in the field. The specific aims of fieldwork may vary but they may include one or more of the following:

- observing principles learned in class as they appear in the field.
- applying what has been learned in class to real situations.
- collecting information such as samples that can be used in class.

Fieldwork assignments are generally associated with natural and built environmental sciences and related disciplines. [See [Field Trip Policy and Procedures.](#)]

Final examination: A final examination is an invigilated examination based on, for example, a test, quiz or essay paper set for students to complete in the official examination period at the end of each teaching period.

Flexible learning: At the University of Canberra courses may be flexible across a range of dimensions including: place, time, pathways, intensity, teaching strategy, and mode of delivery. The Mode of Delivery 'flexible' means that students are not required to attend face-to-face classes to meet the learning outcomes of a unit.

Flipped Classroom: Reversing traditional approaches to teaching, in a flipped classroom students gain first exposure to new material prior to and outside of contact class time, often via readings or videos, and then contact time is used to scaffold the assimilation and application of that knowledge through active strategies focused on higher order thinking skills such as analysis, synthesis and evaluation.

Formal grade: The letter grade awarded to a student on the completion of a unit of study. [See also *Grade.*]

Formal Learning: Learning that takes place through a structured and institutionally-recognised program, and leads to the full or partial achievement of an officially accredited qualification.

Formal mark: The mark out of 100 awarded to a student on the completion of a unit of study.

Formative assessment: Forms of assessment that assist students and staff to identify strengths, weaknesses and ways to improve and enhance learning attainment. Formative assessment is intended to give students opportunities to develop their skills or knowledge, and provide them with feedback to foster improvement. It may contribute to the final grade, though as a less significant component than 'summative' tasks. [See [Assessment Policy and Procedures.](#)]

Full-time equivalent (FTE): A single measure of the combination of full- and part-time staff or enrolled students as determined by formula.

G

G: Units at G level represent either initial postgraduate skills and knowledge (in graduate certificate courses) or intermediate postgraduate skills and knowledge (in graduate diploma courses). G level units generally indicate content at AQF level 8.

(The) Gold Book: Outlines the University of Canberra's policy and procedures to support the academic progress of HDR students.

Grade: A qualitative descriptor used to signify a range of percentage marks or the status of a result where percentage marks are not applicable. Grades indicate the level of performance in a course against specified criteria and standards.

Grades awarded at the University of Canberra are as follows:

<i>Grade</i>	<i>Grade name</i>	<i>Percentage</i>
HD	High Distinction	85–100%
DI	Distinction	75–84%
CR	Credit	65–74%
P	Pass	50–64%
F	Fail: 0–49%	

[See the [Assessment Policy and Procedures.](#)]

Grade Point Average (GPA): The calculation of a student's average performance over a specified period, such as a teaching period, an academic year, or over the duration of a course, expressed as a number between 0 and 7. The calculation is based on the grade, the grade point value associated with that grade and the unit value of each course. [See "Cumulative GPA"]. [See the [Assessment Policy and Procedures.](#)]

Graduand: A student who has qualified for an award but who has not yet had the award conferred.

Graduate: A student who has had an award conferred. This includes an honorary award and an award conferred jointly with another university or another body.

Graduate attributes: Transferable, non-discipline-specific generic skills that UC graduates are expected to achieve through learning that have application in study, work and life contexts, enabling them to participate productively in employment and the community. The University has identified three key attributes which its graduates should possess: life-long learning, being a world citizen, and professionalism. [See [Graduate Attributes Policy.](#)]

Graduate certificate: An initial postgraduate award achieved by the successful completion of a course of at least six months full-time or equivalent. [See *G Credit Points.*]

Graduate course: A course of post-undergraduate study leading to an award of a degree of master, doctor, graduate diploma, graduate certificate or a postgraduate degree of bachelor as specified in the University of Canberra Courses and Awards Statute, or a course of study of the University that has been approved by the Academic Board to be a graduate course of study. [See G and [Admissions Policy.](#)]

Graduate diploma: A postgraduate award following the successful completion of a course of at least one year full-time or equivalent part-time. [See G and *Credit Points.*]

Graduate (G) unit: The designation G in a unit title denotes a unit which is graduate in time and which does not assume undergraduate studies in the discipline of the unit content. (Australian Qualifications Framework Level 8 – see [AQF Levels](#))

Graduation ceremony: Graduation ceremony is a ceremony for the conferring of awards authorised to be held under rule 8 of the UC Conferring of Awards Rules 2013.

H

Higher Education: Also called 'tertiary education', higher education is the education provided by an institution approved to issue tertiary-level qualifications. While this can include TAFE qualifications, it is generally in reference to universities.

Higher Education Provider (HEP): A public or private higher education institution approved under the [Higher Education Support Act 2003](#).

Honorarium: – A payment made to an external examiner of a Higher Degree by Research thesis.

Honorary Award: An honorary award is not an AQF qualification. It is usually awarded by an issuing organisation to recognise a person's public service or service to the organisation, or in recognition of distinguished contribution by the person in a field of academic endeavour (AQF Glossary of Terminology).

Honorary degree: The award of honorary degree is made in recognition of:

- distinction by the recipient in public service or service to the University;
- a distinguished contribution by the recipient to a field of academic endeavour;
- without completion of the normal requirements for that degree.

[See [Honorary Appointments Policy](#).]

Honours degree (AQF level 8): A separate, stand-alone one-year course of advanced studies for students who demonstrate a high level of achievement on completion of their pass degree course. [Usually 24 CP, see [Credit Points](#) and [Honours Courses Policy and Procedures](#).]

Human ethics committee: The Committee for Ethics in Human Research is a University committee which determines whether research work involving human subjects, undertaken by UC staff or students, meets the University's ethical standards. [See [Other Committee and Advisory Groups](#) web page.]

I

IELTS: The International English Language Testing System (IELTS) is an internationally recognised test of basic English language competence that can provide a benchmark for general English skills. However, it is not a test of discipline-specific language and is only one of a range of possible mechanisms for assessing students' entry level English language competence. [See [English Language Policy](#) and [English Language Procedures](#).]

Industry association: A professional body representing a discipline which is not formally recognised as a

profession. Professional practice standards and codes of conduct may be endorsed and promoted but the association has no statutory authority.

Informal learning: Unstructured learning gained through work, social, family, hobby or leisure activities and experiences. Although informal learning may not be organised or institutionally structured in terms of objectives, time, learning support or assessment, it may play a significant role in the development of professional skills and graduate attributes.

Intensive mode: A form of unit delivery that allows students to undertake and complete the unit in a shorter period of time than the standard schedule. [See also [Accelerated Mode](#).]

Intermission (Leave of absence): A period of time during which a student enrolled in a course is permitted to suspend their enrolment. The maximum allowed is usually 12 months. [See [Enrolment Information](#) web page.]

Internal credit: Credit granted on the basis of studies undertaken at the University. [See [Credit Procedures](#).]

International Field Trip: A field trip approved as a learning activity undertaken at an overseas destination. [See [Field Trip Policy and Procedures](#).]

International student: A student is considered an international student if they are not an Australian Citizen, an Australian Permanent Resident Visa Holder, or a New Zealand Citizen. Holders of a Diplomatic Visas and all other visa types are considered international students. Students enrolled in a course delivered by an offshore partner are not considered to be international students.

Internationalisation of the curricula: At UC this involves the development of content and processes, in both formal and informal curricula, that support international and global perspectives and intercultural capability (including sensitivity, engagement and competence). The knowledge, skills and attitudes required of global professionals are developed through appropriate course content, teaching methods, assessments, campus environments, and preparations for work in a culturally diverse and international environment. [See [Graduate Attributes Policy](#) and the current [University Strategic Plan](#).]

Intra-semester examination: Exams held by faculties during the teaching period. [Also called mid-term examinations.] [See [Key Dates](#) list on UC website.]

Invigilator: A staff member or approved nominee who is responsible for supervising examinations to ensure maintenance of academic integrity. [See [Assessment Policy and Procedures](#).]

J

Joint award: A joint award is an award granted and conferred on the basis of completion of a joint course under a formal agreement between two or more institutions.

Joint course: A collaborative arrangement between recognised education providers, resulting in a single award. Such awards may include the co-badging of a

single testamur. The inclusion of another university's details on a University of Canberra testamur must be approved by Academic Board and University Council.

K

Key dates: Each unit has three key dates – a census date, a withdrawal date, and a withdraw-fail date. [See [Withdrawal of Units](#) information on the UC website.]

L

Late withdrawal: Withdrawal from a unit after the census date for the relevant teaching period. Such withdrawal will receive a “withdrawn late” or “withdrawn fail” mark.

Learning Management System (LMS): A software application used to plan, implement, and assess student learning processes, providing ways to create and deliver interactive learning experiences, monitor student participation, and enable assessment of student performance. The LMS at UC is Moodle. [See the Teaching & Learning [LearnOnline](#) web page.]

Learning outcomes: The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning. [See [Assessment Policy and Procedures](#).]

Leave of absence (LOA): [See Intermission].

Lecture: A presentation by an academic staff member or guest of the University to a group of students, staff and/or invited persons. Lectures may include the use of materials and audio-visual and/or technical presentations/ demonstrations. Opportunities for asking questions or discussing the material presented are possible; especially with enabling technology such as clickers and Echo Active Learning Platform (see also Echo 360).

Letter of Support: A letter issued by a medical practitioner, counsellor or health practitioner for those who do not have a Medical Certificate. [Relevant to deferred examinations. See [Assessment Policy and Procedures](#).]

M

Major: An approved set of sequential or related units totalling 18 to 24 credit points that pursues learning in a particular area in depth and that may be part of the core academic requirements of a course. [See the [Undergraduate Course Policy and Procedures](#).]

Mark: A quantitative value, often expressed as a percentage, awarded for an assessment task. [See the [Assessment Policy and Procedures](#).]

Marking Guides (also known as Marking Criteria or Grading Schema/Descriptor): Refers to the general aspects against which work is assessed and gives the the generic indicators of a level of achievement such as HD, D, C, P etc.; or A, B, C etc.

Marking Rubric: A rubric is an evaluation tool or set of guidelines used to promote the consistent application of learning outcomes and expectations, and to measure their attainment against a

consistent set of criteria. Rubrics clearly define academic expectations for students and help to ensure consistency in the evaluation of academic work from student to student, and assessment task to assessment task. Rubrics are also used as scoring instruments to determine grades or the degree to which learning standards have been demonstrated or attained by students.

Master’s degree (by coursework): An advanced course of study and research at AQF level 9, designed to provide expert knowledge of a relevant field of study. The coursework component is expected to lead to the acquisition or enhancement of specific professional or vocational skills and knowledge. A research component is expected to provide an in-depth understanding of a particular field of academic or professional specialisation. [See the [Postgraduate Coursework Policy](#).]

Master’s degree (by research): A research postgraduate course at AQF level 9 comprising two years full-time duration (or equivalent), designed for students who wish to acquire the skills for sustained research and to pursue an in-depth research project. May also be used as a pathway to admission to a doctoral degree course by students lacking an honours degree or other research training. [See [Research Degrees Policies](#).]

Medical Certificate: A signed statement from a registered medical practitioner, health practitioner or approved health specialist which specifies the period of time during which a medical condition has, or will, affect a student's participation and/or attendance. Medical certificates are legal documents and must contain the practitioner's stamp. [See the [Assessment Policy and Procedures](#).]

Mid-term examinations: [See Intra-semester examinations.]

Minor: An approved set of units totalling 12 credit points that either pursues learning in a particular area in some depth or provides a coherent foundation to a field of study, and which may be part of the academic requirements of a course. [See the [Undergraduate Course Policy and Procedures](#).]

Misconduct: The [Student Conduct Rules 2012](#) defines misconduct as:

- cheating or plagiarism;
- copying or submitting another person’s work;
- submitting for an assessment item any work previously submitted for an assessment item relating to that unit (except with the approval of the University staff member who administers the unit of study);
- failing to comply with University instructions in relation to an assessment item;
- acting or assisting another person to act dishonestly in relation to an examination.

Mode of delivery: Refers to the way in which a course or unit may be delivered -- face to face, distance education, blended/flexible learning, online, intensive, or some combination of one or all of these.

Moderation: A process for ensuring that consistency of marking occurs within courses and units, to ensure

fairness and reliability such that the same level of achievement is similarly rewarded. Moderation is a process whereby academic staff responsible for assessment in a unit reach consensus about levels of student performance in relation to a set of agreed standards. Moderation should demonstrate that markers make the same judgement at different points in time in relation to the same level of performance.

Mutual recognition: An agreement between two or more countries or jurisdictions whereby a graduate's qualification is reciprocally recognised by the relevant accrediting body(s) in each country or jurisdiction which is party to the agreement. For example, Australia might recognise the qualification of graduates of a particular qualification completed in Malaysia, and Malaysia reciprocally recognises graduates of the equivalent qualification in Australia. Mutual recognition may be automatically established through a course being accredited by a domestic accrediting body that has a reciprocal agreement already in place with an accrediting body(s) in another country or jurisdiction(s), or a course being accredited by an international accrediting body which has jurisdiction over several countries.

N

Nested qualifications: Nested qualifications are qualifications that include articulated arrangements from a lower level qualification into a higher-level qualification to enable multiple entry and exit points. (AQF definition). [See [Undergraduate Course Policy and Procedures](#).]

Non-award enrolment: Non-award studies take place through a structured program of learning but do not lead to a qualification accredited under the Australian Qualifications Framework. This kind of study is fee paying only – Commonwealth Supported Places are not available for non-award study.

Non-award (non-formal) studies: Studies that take place through a structured program of learning but do not lead to a qualification accredited under the Australian Qualifications Framework. (The AQF refers to 'non-formal' studies.)

Non-award unit: A unit undertaken at the University that does not contribute to an award. This kind of study is fee paying only – Commonwealth Supported Places are not available for non-award study.

Non-formal learning: learning that takes place through a structured and institutionally-recognised program of learning, but does not lead to an officially accredited qualification.

Non-standard entry requirements: Any variation to the standard entry requirements. Variations must be justified in the course proposal documentation. [See also [Entry requirements](#).]

O

Online assessment: Online assessment consists of any assessment, whether formative or summative, undertaken in a web-or mobile- computer-based environment. These include may include but are by

no means limited to online examinations, automated quizzes, electronic submission of written assignments and self-paced interactive modules. [See [Assessment Policy and Procedures](#).]

Online course: A whole course available to students wholly online and where all learning activities, communication and assessment occur electronically.

Open book: An examination where written or printed material is allowed to be taken into the examination room. No electronic devices are allowed. Open book may also be permitted for assessments undertaken at home as detailed in the assessment criteria. [See [Assessment Policy and Procedures](#).]

Open Elective: A set number of credit points which a student may count towards their course of study, open to students from any area of the University that are within the bounds of course requirements. [See also *Elective, Restricted Electives*.]

Optional units: Units chosen from a limited range within a particular study area. These are usually listed in the course schedule which can be found on the course home page via the University website. They may be grouped together in an elective group.

Oral presentation: A student presenting information to an audience (usually other students and/or academic staff) in spoken format. An oral presentation may be an assessment component for a unit.

Organisational units: Includes faculties, research centres and business units.

Orientation Week: A series of presentations and social events run by the University, faculties and student groups, held each February and August. The program is designed to provide students who are new to the University with the information and support they need to become familiar with, and confident about, University life. The program may include online resources, workshops and a range of other activities. [See the [Important Dates](#) list on UC website.]

Overseas exchange partner: An overseas exchange partner is an overseas institution with which the University holds a current Student Exchange Agreement.

P

Partnership Proposal: The Partnership Proposal is a form used under the UC Partnership Management Framework to propose establishment of a formal arrangements between UC and a third party. In the case of credit arrangements, the form is used to propose that an Articulation Agreement is established between UC and a third party.

Pass Degree: A Pass Degree is a bachelor degree without honours.

Pathways: Pathways are arrangements that allow students to move through qualification levels with full or partial recognition for the qualifications and/or learning outcomes they have already achieved. [See [Credit Procedures](#).]

Peer assessment: A process whereby students individually assess each other's work using a

predetermined list of criteria. Students are thus given the opportunity to develop skills in making judgements on the quality of each other's work. The peer assessment will usually form part of the final assessment for a course.

Personal information: Information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion (as defined in the [Privacy Act 1988](#) and the [Higher Education Support Act 2003](#)). For the purpose of University policy, 'personal information' means student's personal information and includes assignments, examinations, individual student results, student results collated in a list with identification by student number, and practicum, field and clinical placement details.

Personalised learning: Refers to a diverse range of educational approaches and support strategies intended to address the distinct learning needs, interests, aspirations, and/or cultural backgrounds of individual students.

PG: Postgraduate abbreviation, and when used in relation to a course denotes any course that follows an undergraduate course. Denotes a unit that is for graduates and that extends studies beyond undergraduate (including honours) level. Units at PG level represent advanced postgraduate knowledge and skills. The designation PG in a unit title denotes a unit which is graduate in time and level and which extends studies beyond undergraduate (including honours) and graduate level. Units at PG level represent advanced postgraduate knowledge and skills. PG level units generally indicate content at AQF level 9.

PhD: Abbreviation for Doctor of Philosophy. A PhD is a higher degree by research course in which a student, under academic supervision, conducts independent and specialised research, disseminating the results of this research in either a written dissertation, portfolio of published works or creative work with an exegesis. The maximum duration of the PhD course is four years full-time equivalent enrolment. Students have a target date for thesis submission of three years (36 months).

Placement: A placement is one type of work integrated learning, and may include experiences with industry partners. These are designed to provide students with additional learning opportunities, consolidate classroom learning, demonstrate they are work ready and meet standards set by regulatory and other accrediting bodies. [See the Work Integrated Learning section of the UC website: <http://www.canberra.edu.au/future-students/work-integrated-learning>].

Plagiarism: The act of taking another person's writing or ideas and passing them off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, journal articles, artworks, images, online talks or any other medium. This also includes purchasing for submission any piece of work whether for summative or formative assessment.

Portfolio: All the information that a student presents to the University for assessment.

Post nominal: The formal abbreviation of an award title. For example, Bachelor of Arts (Communications) is abbreviated to BA (Comm). [[Award and field of study abbreviations](#) in the Policy Database.]

Postgraduate course: An advanced level academic course which is normally available only to a person who holds a bachelor degree or diploma. The term 'postgraduate' when used in relation to a course denotes any course which follows an undergraduate course.

Postgraduate student: A person who has already completed a university degree or diploma and is studying at university for a higher-level qualification at AQF 8 or above. Any course which follows an undergraduate course. Postgraduate courses include: A student Graduate Certificate, Graduate Diploma, Masters, Professional Doctorate, and PhD.

Postgraduate (PG) unit: The designation PG in a unit title denotes a unit which is graduate in time and which extends studies beyond undergraduate (including honours) and graduate level.

Posthumous: Posthumous in relation to an award means awarded after the death of the student.

Practicum: A form of placement. Other forms of placement include clinical placement, fieldwork, a guided industry simulation or an industry project. Placements are a core element of many of the courses offered by the University. The learning from placements in both the rural and metropolitan areas provides students with a wide range of experience relevant to their professional award.

Prerequisite: A unit or group of units that must be passed before commencing a subsequent unit. Prerequisites are listed on the unit home page.

Prescribed authority: According to the [Student Conduct Rules 2012](#), a prescribed authority is:

- a Deputy Vice-Chancellor; or
- a Pro Vice-Chancellor; or
- a Faculty Dean, Deputy Dean or Associate Dean; or
- the Director of a University research centre; or
- a head of an administrative or business unit of the University appointed by the Vice-Chancellor for such purposes; or
- a Director of a program offered by the University in conjunction with a partner institution who is employed by the partner institution and identified in an agreement with that institution including, without limitation, the University of Canberra College.

Principal course of study: A principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses. (Definition from the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#)).

PRISMS: [See “Provider Registration and International Student Management System”.]

Provider Registration and International Student Management System (PRISMS): the system used to process information given to the Secretary of the Department of Education by registered providers.

Prize: A prize acknowledges outstanding academic achievement in a course, group of courses or a program. Selection is based on academic merit but may be restricted to certain groups of students in accordance with the University's equity objectives. A prize may take the form of a monetary reward, equipment, book voucher, or subscription to professional organisations. [See the [Scholarships, Prizes, Medals and Awards Policy and Procedures](#).]

Probation: A status assigned to a student who does not make satisfactory academic progress in accordance with the progression criteria approved by Academic Board. Probation students are placed on conditions of study. Students who satisfy their conditions of study are considered to be no longer on probation. Students who fail to satisfy these conditions of study may be identified for exclusion.

Profession: A group of individuals within a given discipline who are formally and publicly recognised as possessing specialised knowledge and skills derived from education and training at a high level. It is inherent in the definition of a profession that a code of ethics governs the activities of its members.

Professional accreditation: A formal process of assessment and review by a relevant accrediting body leading to formal recognition that a course meets the standards required to ensure that graduates possess the competencies necessary to begin professional practice. Professional accreditation may include the requirement for graduates to gain formal registration with the relevant statutory body before they can begin professional practice.

Professional association: A regulatory body whose functions include monitoring and maintaining professional practice standards and codes of conduct for a profession. Depending on the profession, the association may also determine the requirements necessary for professional registration, approve courses for education and training, and investigate professional misconduct.

Professional Doctorate: An award conferred following the satisfactory completion of an original research project which is comprehensive in both theory and practice and involving coursework at the start of the degree.

Professional placement: Students learning in the field, often in a sport or recreation organisation. This term may also include an internship or volunteer work.

Professional recognition: Recognition by a professional association that a course meets industry standards and requirements. Recognition is on the basis of graduate qualification and does not involve a formal accreditation process or a detailed review of the curriculum and other elements of the course. Graduates are eligible for membership of the professional association, but are not required to

gain formal registration to begin professional practice.

Professional registration: Where professional registration is required, graduates of a course must gain formal registration with the relevant statutory body before they can begin professional practice.

Program: [See also *Course*.] May be a set of activities, measures or events that have a time-specific aim for completion to produce an understanding, skill, experience or knowledge base.

Q

R

R: The designation R in a unit title denotes a postgraduate research level unit in a higher degree research course that contributes to the research component of the course. R units are not used in postgraduate coursework courses.

Racial discrimination: Behaviour that disadvantages people on the basis of their real (or supposed) race, ethnicity, colour, nationality, ancestry, faith, language or cultural background. [See [UC Racial Discrimination Policy](#).]

Racial vilification: A public act that encourages or incites others to hate, have serious contempt for, or severely ridicule a person, or group of people, because of race, ethnicity, colour, nationality, ancestry, faith, language or cultural background. [See [Racial Discrimination Policy](#).]

Re-admission: Re-admission of a previously excluded student through the normal admissions procedures. It is not guaranteed. [See [Assessment Policy and Procedures](#).]

Reasonable adjustment: A reasonable adjustment is a measure or action taken to ensure equal opportunity for people with a disability. [See [Disability Policy](#).]

Recognition of prior learning (RPL): the recognition of prior learning to grant credit towards the requirements of University award courses. The prior learning may be from:

- a recognised higher education provider;
- a TAFE or other Vocational Education Training (VET) provider;
- a professional body, enterprise, private educational institution, or other similar body;
- work experience or other forms of practical experience, including voluntary work;
- life experience.

[See the [Credit Procedures](#).]

Record-keeping (assessment): In the context of assessment, record-keeping refers to the documentation of all aspects of the assessment process. This includes records of individual student performance and progress, summary statistical data relating to each unit and evidence of assessment standards. [See [Assessment Policy and Procedures](#).]

Register of courses: Provides details of all University of Canberra courses. Course details are held electronically in the Student Management System.

Release letter: A letter of release from the University of Canberra to an international student seeking to transfer from the University or UCC to another registered Streamlined Visa Processing (SVP) provider, prior to the completion of the first six months of their principal course. Student must provide sufficient and conclusive evidence to demonstrate exceptional circumstances that necessitate such transfer. [See [International Student Transfer Assessment Policy and Procedures.](#)]

Reliability: The extent to which an assessment item is able to elicit the same response on successive occasions. [See [Assessment Policy and Procedures.](#)]

Re-marking: A process by which, on request by a student, an assessment task is marked again by a second assessor, without any further work by the student. The second assessor is not provided with details of the student's original mark. The same range of marks which were used on the original assessment must be available for re-marking. The second mark stands, whether it is higher or lower. No further re-marking will be permitted. [See the [Assessment Policy and Procedures.](#)]

Remission of debt: Remission of debt resulting from a successful appeal against a student's enrolment after the census date of a teaching period. [See [2014 Student Guide to Policy and Procedures.](#)]

Research Training Scheme (RTS): Provides Commonwealth-funding for research candidates to cover the cost of their tuition fees for the duration of their course, up to a maximum period of four years' full-time equivalent study for a Doctorate by research and two years' full-time equivalent study for a Masters by research. Research candidates who exceed the funded time may be liable to pay tuition fees to the University.

Restricted Elective: A set number of credit points which a student may count towards their course of study, to be chosen from a specified list of course components. [See also *Elective, Open Elective.*]

Re-submission: When a student is informed that they are permitted to make substantial alterations, additions or amendments to an assessment task which they have failed. The assessment is then re-submitted to the original assessor within a specified timeframe. [See the [Assessment Policy and Procedures](#)].

RGrad: Research Graduate System. An online application portal, developed by the University of Canberra, to assist in the management of research candidature.

RPL: [See *Recognition of Prior Learning.*]

Rubric (also known as marking rubric): An assessment tool or set of guidelines used to promote the consistent application of learning outcomes and expectations, and to measure their attainment against a consistent set of criteria. Rubrics define academic expectations for students, and help to ensure consistency in the evaluation of academic work from student to student, and assessment task to assessment task. Rubrics are also used as scoring instruments to determine grades or the degree to which learning standards have been demonstrated or attained by students.

S

Scaffolding: Refers to the provision of successive levels of temporary support to help students reach higher levels of comprehension and skill than they would be able to achieve without assistance, and to bridge gaps between what students have learned and what they are expected to know and be able to do at a given point in their education.

Scholarships: UC offers a range of scholarships to provide financial support for eligible students in most disciplines. [See the Scholarships and Prizes web page for more details – canberra.edu.au/scholarships.]

Short-term study abroad: Short-term study of a few weeks duration may be undertaken through organisations such as the Australian Institute for Mobility Overseas (AIM), overseas partners or independent providers. [See [Study Abroad and Exchange Programs Policy and Procedures.](#)]

Socio-economic Objective (SEO): is a classification that allows a research activity to be categorised according to the purpose or outcome of the activity.

Specialisation: A component of an academic course which involves study in a particular aspect of a broad discipline area (e.g. Applied Geology within a Bachelor of Science). A specialisation is included on a student's testamur.

Specified credit: Credit towards a unit or units specified in the Determination of Course Particulars for a specific course.

Stream: Streams within a course provide multiple study paths commonly leading to discrete qualifications.

Streamlined Visa Processing (SVP): A Streamlined Visa Processing for the Higher Education Sector (subclass 573) visa is designed for international students applying to study in Australia at a participating university or non-university higher education provider. You may be eligible for streamlined visa processing if your main course of study is an Advanced Diploma (Higher Education), Bachelor degree or a Masters by coursework. [See Department of Immigration and Border Protection, <https://www.immi.gov.au/Visas/Pages/573-0.aspx>]

Student: A person currently enrolled into a course, unit or academic course/pathway at the University.

Student Exchange Program: A full study period exchange that is extended to domestic and international students to provide an opportunity for study at an overseas institution with an international exchange agreement; this may be credit or non-credit bearing. [For more information see the [UC Study Abroad](#) section of the UC website or the [Study Abroad and Exchange Programs Policy and Procedures.](#)]

Student grievance: A complaint about a behaviour or action which (in the student's view) has, or is likely to have, an unreasonable negative impact on the student in relation to their studies and/or University life. Students should refer to the grievance procedures for more information – canberra.edu.au/current-students/grievance-resolution.

Student Identity Number (ID): The unique number given to each student during the enrolment process. It is

used as a means of identification for all official University purposes.

Student Load: A measure of the number of credit points a student attempts during a given teaching period or year. [See also EFTSL].

Student visa: A student visa is an authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the *Migration Act 1958*. (Definition from the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#))

Study plan: A plan of study and timeline detailing all the units required to complete the award. For HDR students this will be individualised.

Study skills: A range of face-to-face and online study help programs for UC and UCC students. These programs include face-to-face and online workshops, interactive study modules, unit and subject-specific help programs, Peer-Assisted Learning Session and more. [See [Study Skills](#) website for more details.]

Study tour or faculty led program: A study tour or faculty led program would normally be organised by an academic staff member(s) who may accompany students. Programs are approved by the faculty and may be offered in conjunction with a partner university, third party provider or independently. [See [Study Abroad and Exchange Programs Policy and Procedures](#).]

Subsumable award: Where academic requirements for a lower level award form part of the requirements for a related higher level award, the lower award is said to be *subsumable* in the higher award.

Summative assessment: Provides information to judge the extent to which a student has achieved the learning outcomes and graduate attributes in a unit, usually towards the end of a module or semester. It is used to measure the level of proficiency against a standard, usually the learning outcomes.

Supervisor: With respect to postgraduate research work, a member of staff with expertise in a research area who provides guidance to a postgraduate student undertaking research. [See [Research Degree](#) policies category of the Policy Database.]

With respect to the Work Integrated Learning (WIL) Policy, a person external to the University who supervises student learning through WIL activities under the guidance of University of Canberra staff. [See the [Work Integrated Learning Policy](#).]

Supplementary assessment: a form of assessment (including supplementary examinations) designed to give eligible students a second chance to pass a final unit of study (if they meet the eligibility criteria). [See the [Assessment Policy and Procedures](#) and *Re-submission*.]

Supplementary examination: A final exam repeated by an eligible student who:

- is enrolled in their final teaching period;
- has failed a single unit, with a final mark between 45–49% in the unit;
- has passed all other units undertaken in that semester.

The failed unit must be the final unit required to complete the academic requirements of their course.

The content of the supplementary exam will be different from the original exam. [See the [Assessment Policy and Procedures](#).]

T

Talloires Declaration: Composed in 1990 at an international conference in Talloires, France, this is the first official statement made by university administrators of a commitment to environmental sustainability in higher education. The [Talloires Declaration](#) (TD) is a ten-point action plan for incorporating sustainability and environmental literacy in teaching, research, operations and outreach at colleges and universities. It has been signed by over 350 university presidents and chancellors in over 40 countries.

Teaching period: The period of time within a study period during which teaching activities such as lectures, tutorials, practicals, workshops and placements are scheduled. This is often represented by the start and end dates of scheduled classes. Teaching periods are flexible and can start and finish throughout the year. [See [Important Dates](#) list on UC website.]

TEQSA: The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national regulator of the higher education sector.

Testamur: An official certification document that confirms that a qualification has been awarded to an individual. This may also be called an 'award', 'parchment', 'laureate' or 'certificate'.

Thesis: A substantive written description (of varying length depending on the degree) of the research undertaken within the Masters by Research, Professional Doctorate or Doctor of Philosophy program which is subject to an examination.

Third Party Provider: A legally established entity separate from the University of Canberra (although it may be an entity controlled by the University) with which the University has a legal relationship for the purposes of delivering University accredited units and courses to students.

TOEFL: Test of English as a Foreign Language. A standardised test of English language proficiency for non-native English language speakers accepted by the University of Canberra as proof of English proficiency.

Total notional learning hours: Represents the amount of time a student would be likely to need to engage in learning activities, including directed and self-directed study, to achieve the learning outcomes of the unit.

Transcript of academic record: A transcript of academic record is the official University record of courses and course components undertaken, and grades achieved, by a student while enrolled at the University. It may include other academic information such as honours and prizes received and degrees conferred.

Transnational education: Offshore or cross-border education and training; courses delivered by an accredited Australian provider in a country other than Australia, that include a face-to-face component.

Tutorial: A tutorial is a formal learning opportunity in which students discuss the key topics, concepts and ideas of the course with a member of academic staff called a tutor. Tutorials are closely linked to assessment and often involve small group discussions and group work. All students are expected to prepare for tutorials by reading required material and preparing questions and/or answers to questions. Students are also expected to participate actively in class discussions and small group activities. Tutorials complement the lectures given for a unit and usually run for 1-2 hours.

U

Uncredentialed (informal) learning: Informal learning from work experience, life experience or learning from courses taken outside the university and VET system (i.e. learning that does not lead to an AQF accredited qualification). Includes learning accredited through the RPL process and learning based on non-award studies approved by the University.

Unintentional plagiarism: Plagiarism which arises from lack of knowledge or understanding of the concept of plagiarism, or lack of skill in using the relevant academic conventions. [See [Student Academic Integrity Policy](#).]

Unit: A unit is the basic module for teaching and assessment in the University of Canberra. At other universities, a unit may be known as a subject or a module.

Unit Breach: A failure to successfully enrol in a unit due to non-compliance with unit rules.

Unit Convener: The staff member responsible for the running of a unit (this may be an academic or non-academic position).

Unit outline: An official document that describes:

- the nature of the unit;
- the learning outcomes of the unit, including reference to specific graduate attributes;
- how the unit is delivered and assessed;
- the specific requirements students have to meet in order to complete the unit successfully; and
- other information specific to the unit.

Unit revisions (major): Large changes to learning outcomes or syllabus, changes to pre/co-requisites or other major changes to unit content. These may be approved by the relevant Faculty Board, unless a new unit code is required. New units are approved at Academic Board level, with endorsement from Faculty Board.

Unit revisions (minor): Small wording changes to learning outcomes or syllabus. These may be approved by the Associate dean (education)

University (UC): Any reference to the University or UC throughout the document is relevant for both UC and UCC.

Unspecified credit: Credit granted towards elective components of a qualification or course of learning. [See the [Credit Procedures](#).]

Upgrade: A student enrolled in a Masters by Research course seeks to upgrade to a PhD and this is supported by the University. With an upgrade, the research undertaken by the student while enrolled for the Masters by Research degree would either be continued in the PhD or modified to meet the requirements for a PhD program.

V

Validity: The extent to which an assessment item actually measures what it was designed to measure. [See the [Assessment Policy and Procedures](#).]

Variation of Course Requirements (VCR): A VCR is an authorisation given to an individual student to modify the course requirements specified in the *Determination of Course Particulars* (DCP) for the course the student is enrolled in and to have the modified requirements count towards completion of the student's course. [See [Variation of Course Requirements](#) form on the UC website.]

Vocational Education and Training (VET): The Australian system of education and training which enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.

Volume of learning: Identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular qualification type expressed in equivalent full-time years. [See [Undergraduate Course Policy and Procedures](#) and *Total notional learning hours*.]

The volume of learning is a dimension of the complexity of a qualification. It is used with the level criteria and qualification type descriptor to determine the depth and breadth of the learning outcomes of a qualification. The volume of learning identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years. (AQF definition)

Volume of learning credit: Where the University recognises completion of certain Australian VET National Recognised Training package awards as contributing to the completion of learning outcomes of UC courses. This arrangement includes any VET provider who delivers the nominated training package. In such cases, credit may be granted into UC degrees in like disciplines and is usually block credit. [See the [Credit Procedures](#).]

W

Weighted Average Mark (WAM): A WAM is expressed as a number between 0 and 100 and calculated using formal marks, which gives an indicator of academic achievement within a course of study. [See the [Assessment Policy and Procedures](#).]

Winter term: A seven-week term between semester 1 and semester 2, typically in June and July, that provides students with flexibility in managing their study load. For example, enabling students to

shorten their degree by taking additional intensively-delivered units or spread their study load across three teaching periods in one year. [See [Important Dates](#) and [Winter Term](#) information.]

Withdrawal date: The withdrawal date is after the census date. It is the last day on which a student can withdraw from a course and have this recorded as 'withdrawn' on their academic record.

Work Integrated Learning (WIL):

Work integrated learning is the term used to describe educational activities that integrate theoretical learning with its application to the workplace. These educational activities should provide a meaningful experience of the workplace application that is intentional, organised and recognised by the institution, in order to secure learning outcomes for the student that are both transferable and applied. (Griffith University 2006)
[See the [Work Integrated Learning Policy](#).]

References

[Australian Qualifications Framework](#)
[Central Queensland University glossary](#)
[Educause glossary](#)
[Moodle glossary](#)
[University of South Australia Glossary](#)
[Australian Government Study Assist website](#)

Abbreviations

AARNet	Australian Academic Research Network
ACT	Australian Capital Territory
ADFA	Australian Defence Force Academy
AIT	Australian Institute of Technology
ANU	Australian National University
ARC	Australian Research Council
ARS	Areas of Research Strength
AVCC	Australian Vice-Chancellors' Committee
BBA	Bachelor of Business Administration
BIT	Bachelor of Information Technology
CRC	Cooperative Research Centre
CIT	Canberra Institute of Technology
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CUPA	Canberra University Postgraduate Association
DCP	Determination of Course Particulars
DEST	(Commonwealth) Department of Education, Science and Training
EFTD	Equivalent Full Time Day Count
EFTSL	Equivalent Full-Time Student Load
ELICOS	English Language Intensive Course for Overseas Students
ESOS	Education Services for Overseas Students
FOE	Field of Education
FOR	Field of Research
FTE	Full-time equivalent
G	Graduate
HDR	Higher Degree by Research
HEP	Higher Education Provider
HoD	Head of Discipline
HoS	Head of School
IELTS	International English Language Testing System
IT	Information Technology
LLM	Master of Laws
LMS	Learning Management System
MBA	Master of Business Administration
MIT	Master of Information Technology
MPA	Master of Public Administration
MOU	Memorandum of Understanding
NAIDOC	National Aboriginal and Islander Day of Observance Committee
NATSEM	National Centre for Social and Economic Modelling
NSW	New South Wales
OH&S	Occupational Health and Safety
OSIS	Online Student Information System
PG	Postgraduate
PhD	Doctor of Philosophy
PRISMS	Provider Registration and International Student Management System
R	postgraduate research
RGrad	Research Graduate System
RPL	recognition of prior learning
RTS	Research Training Scheme
SEO	Student Exchange Program
SMG	Senior Management Group

SVP	Streamlined Visa Processing
TEQSA	Tertiary Education Quality and Standards Agency
TOEFL	Test of English as a Foreign Language
UAC	Universities Admission Centre
UAI	University Admission Index
UC	University of Canberra
UCBC	University of Canberra Brisbane Campus
UCC	University of Canberra College
UG	Undergraduate
UCU	University of Canberra Union
VCG	Vice-Chancellor's Group
VET	vocational education and training