



## **Glossary of Terms**

**Aboriginal and Torres Strait Islander peoples** mean any person who is of Aboriginal or Torres Strait Islander descent, identifies as an Aboriginal or Torres Strait Islander person and is acknowledged by the community in which they live as an Aboriginal or Torres Strait Islander person.

**Aboriginal and Torres Strait Islander peoples' education** refers to educational opportunities for Aboriginal and Torres Strait Islander peoples and for all Australians to acquire knowledge about Aboriginal and Torres Strait Islander histories, cultures, contemporary realities and protocols.

**Academic Board** is the senior administrative body of Australis through which course proposals, policy documents appointments are approved and key performance indicators of Australis are monitored.

**Academic integrity** is crucial to the ongoing work of any academic institute and is the foundation of scholarship at Australis. It encompasses the fundamental values of trust, honesty, fairness, respect, courage and responsibility in all academic activities. For the Higher Education Standards Framework (Threshold Standards) 2021, academic integrity is 'the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner' (Monash University, 2013). The term 'ethical scholarship' has a similar meaning. These definitions apply to the behaviour of Australis's academic staff, lecturers, researchers, students and others engaged in any form of scholarly activity.

**Academic misconduct** refers to any unfair or dishonest conduct relevant to any academic work undertaken. Academic misconduct covers examinations, tests and other supervised assessments, the presentation or preparation of any assessed item, and the conduct of any other similar academic activity. This includes, but is not limited to, plagiarism, recycling or resubmitting of work, unauthorised collaboration and/or collusion, fabrication of information, cheating in assessments/examinations, contract cheating, theft of another student's work and impersonation. It also extends to assisting or helping another student to conduct these activities.

**Academic progress** refers to the advancement by a student within a course towards the completion of that course.

**Academic staff** refers to permanent and sessional employees involved in teaching and assessment of courses at Australis.

**Access** refers to approval of the ability to read, copy or query data, information or communication.

**Adjunct** appointments are recognised as affiliates of Australis who make important contributions to teaching, research supervision and research collaboration but whose employment is with other educational institutions, public service or industry.

**Advanced standing** is a type of credit for any previous learning.

**Advertising** refers to all paid information provided to the public about Australis's products and services, including paid online or social media activity.

**Appeal** refers to an application which is made by a student or staff member to have a decision reviewed that may affect the student's study, study progression or wellbeing, or the staff member's work, career progression or wellbeing.

**AQF** refers to the Australian Qualifications Framework, which is the national policy on regulated qualifications in Australia.

**AQF Level** refers to the criteria required to demonstrate the achievement of a qualification as per the Australian Qualifications Framework (AQF). The AQF comprises and details the different qualification levels.

**Assessment** refers to a process of evaluating a student's academic progress through an essay, assignment, examination, test or other means of determining the academic standard of the student in a unit and the allocation of corresponding marks to contribute to the final unit grade awarded.

**Associate Supervisor** is an academic employee of Australis, who is part of a student's research Supervisory Panel. Associate Supervisors will make a key contribution to a student's research progress, liaising closely with the Principal Supervisor, supporting the student through the process of topic selection, conducting and writing up the research project or thesis.

**At risk** refers to a situation where a student is not academically progressing in a satisfactory manner and therefore is at risk of not graduating from the course.

**ATAR** – the Australian Tertiary Admission Rank (ATAR) refers to a ranking from 30 (lowest) to 99.5 (highest) agreed by COAG as the nationally equivalent measure of an individual's relative academic ranking within their peer cohort in the same year they graduated from senior secondary school. The ATAR is collected from the scaled scores of subjects from senior secondary school. Although the specific calculations used are different in each state and territory, the result has been developed to be nationally equivalent.

**Australian Qualifications Framework (AQF)** is the national policy for regulated qualifications in Australia.

**Award** refers to any degree, diploma, certificate or other forms of qualification conferred to any person enrolled at Australis.

**Benchmarking** refers to the systematic comparison of an organisation's inputs, processes and outputs against those of other higher education providers. Benchmarks are data comparisons.

**Bullying** means (based on the *Fair Work Act 2009* – also see definition of Harassment) a person or a group of people behaving unreasonably towards another person or group of people and the behaviour posing a risk to health and safety. Bullying behaviour may involve

aggressive or intimidating conduct, belittling or humiliating comments, spreading of malicious rumours, teasing, practical jokes or 'initiation ceremonies', exclusion from work or class-related events, unreasonable work expectations including too little or too much work or work beyond or below a worker's skill level, displaying offensive material or pressuring someone to behave in an inappropriate manner. Bullying does not include reasonable classroom or other management action carried out in a reasonable manner.

**Business continuity** means Australis's capacity to continue business as usual, which includes providing services at standard levels in the aftermath of any incidents that threaten the safety of staff or students.

**Census Date:** The date by which enrolment and payment requirements must be finalised. It is the last day a student can withdraw from a unit or course without incurring tuition fees or a FEE-HELP debt.

**Commencing student** refers to a student who has accepted an offer of a place at Australis, enrolled in the course for the first time and has yet to commence their studies.

**Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)** – all institutions and courses that are accredited by the relevant Australian Government department have a CRICOS code.

**Complainant** is a person, whether staff member or student, who has made a complaint and is seeking a resolution. If a complaint is made on behalf of another person, the complainant is the person who has made the complaint, such as being the subject of bullying, harassment or discrimination.

**Complaint** refers to any instance of discrimination, harassment or bullying about which a complaint can be identified, raised or reported, including verbally and in writing (including email). It can refer to an issue raised by a student where the student deems there to be an oversight or lack of equity and justice from staff members, other students or administration. Complaints may be academic or non-academic in nature. A complaint may also arise if a student or staff member is not satisfied with the outcome of a misconduct inquiry.

**Confirmation of Enrolment (CoE)** refers to a document issued by the Australian Government that contains the student and course details. It confirms that the student has been accepted into an accredited program at an Australian institution for a specific duration with start and end dates.

**Conflict of interest** is a conflict between an Australis member's official duties to act in the best interests of the Institute and their private interests. A conflict of interest exists whether it is:

- actual – it currently exists
- potential – it may arise given the circumstances; or

- **perceived** – it could reasonably be viewed that a conflict exists, or could arise, that might improperly influence the performance of an Australis member's duties now or in the future.

**Corruption** refers to abuse of trust and power to gain personal advantage. It involves deliberate attempt to steal, change, disguise, bribe, conceal, lie or breach an organisation's legal duty of care to others and the organisation's documentation.

**Course** refers to a program consisting of a sequence of units leading to an award.

**Course completion** occurs once Australis has officially verified the requirements.

**Course Learning Outcomes (CLO)** refer to the outcomes listed by Australis which identify the knowledge, skills and application of knowledge and skills that a student is expected to have and to be able to demonstrate at the completion of the course.

**Credit points** are points allocated for successful completion of a unit. A student must complete a number of credit points to be awarded the degree.

**Credit transfer** is the process that provides students with approved and consistent credit outcomes for qualification components depending on identified equivalence in content and learning outcomes between matched qualifications (AQF definition).

**Criminal proceedings** may follow reported incidents of harassment as some forms of harassment are criminal offences. Striking or grabbing may constitute assault. Attempted or actual assault, including indecent assault, is also a criminal offence. Sending obscene items through email or the postal service, making nuisance phone calls or sending obscene or threatening text messages may also be criminal offences. If such an incident is reported, Australis will contact the police for assistance and advice on the appropriate action to take.

**Critical incident (crisis/emergency)** is an adverse incident or series of events that may threaten the safety or lives of persons, cause trauma, physical or psychological harm or cause extreme stress, fear or injury. Such critical incidents include natural disasters, pandemics, significant accidents, critical injury, violence or rioting, fire, the threat of terrorism, suicide and the death of a domestic or international student or staff.

**Critical incident management team (CIMT)** comprises the senior management team of Australis, which provides governance of and strategic input to Australis's crisis management and business continuity.

**Cyberbullying** is bullying done by means of technology, for example, using the internet or a mobile phone to hurt, harass or embarrass someone.

**Data** refers to information, resources and other records that fit into one of the following categories:

- **Public access** – data that is publicly available and is unlimited in access to all students, staff and the general public, such as Australis's public website

- Internal data – data used and accessed only by Australis staff and not to be used by external sources without prior approval
- Internal protected data – data which is only accessible by the staff members that are required to use it to complete their assigned duties at Australis
- Internal restricted data – secured data which is to be kept confidential with a specialised authorisation that must be given to anyone wanting to access this type of data

**Deferral** refers to delayed commencement by an applicant who has received an offer of a place at Australis.

**Disability** means (in the *Disability Discrimination Act 1992*) partial or total loss of a person's physical or mental functions; partial or total loss of part of the body; the presence in the body of organisms causing illness or disease; the presence in the body of organisms capable of causing illness or disease; the malformation, malfunction or disfigurement of a part of the person's body; a malfunction or disorder that results in the person learning differently from a person without the malfunction or disorder; a disorder, illness or disease that affects a person's thought processes, perception of emotions, reality or judgement, or that results in disturbed behaviour; and includes a disability that currently exists or previously existed or may exist in the future and results in reduced capacity to access educational services provided by Australis and the need for support services to overcome these barriers.

**Discrimination** occurs when someone is treated, or is proposed to be treated, negatively on the basis of a protected characteristic regardless of the purpose of the person involved in the conduct and regardless of whether or not that person knows their behaviour results in discrimination. Discrimination can be direct, such as irrational judgements, or indirect, such as actions that affect a group unfavourably. Discrimination may be based on personal attributes including, but not limited to, age, gender, sexual orientation, gender identity, relationship status, pregnancy, family or carer responsibilities including breastfeeding, race, colour, ethnicity, religion, culture, socioeconomic background, national extraction, social origin, disability, impairment, political opinion, belief or activity, lawful association or industrial relations activity.

**Domestic Student:** An Australian citizen, New Zealand citizen, or holder of an Australian permanent visa enrolled in a course at Australis.

**Enrolment cancellation** means ending the commencement or continuation of a course of study.

**Equity** refers to the fair treatment of people on the basis of merit and respect, the absence of discrimination and the recognition of disadvantage.

**Exclusion** refers to the cancellation of a student's enrolment from their unit or course and the termination of their privileges and rights as a student of Australis, including the right to re-enrol in their unit and course or to be admitted to another course for two years. A student may apply for readmission to any Australis courses according to the Admissions Policy and Procedure at the expiration of the exclusion period.

**External Examiner** refers to an PhD qualified academic, independent of the supervisors, the student and Australis, with recognised expertise and experience in the subject matter of a thesis submitted for examination as part of the requirement for a higher degree by research.

**Feedback** refers to opinions or evaluations by students, staff and stakeholders relating to their experiences at Australis. Feedback includes oral and written feedback, informal feedback, formal survey instruments, group discussion and social media.

**FEE-HELP:** An Australian Government loan scheme that assists eligible domestic fee-paying students to pay their tuition fees.

**Formal complaint** means a complaint is made in writing because it cannot be resolved by the informal complaint process.

**Formal learning** is the learning acquired through a structured program of learning and assessment that results in part or in full in the attainment of a formally recognised qualification.

**Fraud** refers to dishonest behaviour resulting in financial loss. It is an intentional deception that gives false information by secretly hiding wrongdoing or damaging or destroying documentation, remaining silent or complying with others' fraudulent behaviour.

**Full-time enrolment** for domestic students means that they must maintain a 66% unit/points load at all times. For International students this means that they must be enrolled in sufficient units/course points that will ensure completion of their program of study within the time period specified in their Conferment of Enrolment. Ordinarily International Higher Degree by Research Students must be enrolled with a 100% load on an annual basis.

**Generative Artificial Intelligence (GenAI)** refers to AI systems capable of generating new content, such as text, images, and code, based on patterns in data. GenAI tools, including but not limited to ChatGPT and similar platforms, are increasingly used in education and research. The use of GenAI at Australis must comply with ethical guidelines and institutional policies, ensuring it is applied responsibly to improve learning and research outcomes.

**Graduate** refers to a student conferred with an award by Australis.

**Graduate Attributes** refer to the qualities, competencies and skills that are expected of a successful graduate from a course of study at Australis. They include non-discipline-specific skills which a student will possess at the end of their study and which they will be able to apply to their work and life in general.

**Grievance** refers to a concern, problem or conflict that arises out of a decision, omission or act which the grievant considers to be discriminatory, unjust or wrongful and to which they are seeking a resolution.

**Harassment** covers a wide range of behaviours including bullying, intimidation and coercion which may justifiably be expected to humiliate, offend, embarrass, threaten or in some way disturb the person or people towards whom it is directed. Harassing conduct includes:

- threatening, demeaning, offensive or intimidating behaviour directed at a person or a group of people
- any requirement that a person engage in or accept any form of sexual behaviour to gain a benefit or to avoid some detriment
- communication of a written or spoken nature and computer-mediated material that shows hostility or aversion to individuals or groups in the community



**Hazard** refers to anything related to the operations of Australis which may result in injury, illness or other harm to Australis's students, staff, contractors, visitors or members of the public. Examples are improper electrical wiring, extreme heat and a person under the influence of alcohol or illegal drugs on Australis's premises.

**Health** means complete mental, physical and social wellbeing, and not merely the absence of disease or infirmity.

**Higher Degrees by Research Committee (HDRC)** is a subcommittee of the Academic Board. It is responsible for providing strategic oversight and guidance for higher degree research and research training, ensuring high standards of research integrity, candidate progression, and quality assurance in research activities. The HDRC plays a key role in supporting Australis's research culture, enhancing candidate experiences, and fostering compliance with the Higher Education Standards Framework (HESF) 2021

**Higher Degrees by Research Director (HDR Director)** is responsible for and held accountable to the policies and procedures approved by the Academic Board for all Higher Degrees by Research Courses. The HDR Director also mentors and supports HDR students through the different stages of completing the HDR course for which they have enrolled. The HDR director is the designated Chair of HDRC and student supervisory panels.

Higher Degrees by Research (HDR) Candidate is used interchangeably and has the same meaning as HDR Student.

**Higher Education Standards** refers to the Tertiary Quality and Standards Agency Act as set out in the TEQSA document on quality assurance.

**IELTS** – the International English Language Testing System (IELTS) is an international standardised test of English language proficiency for non-English-language speakers.

**Incident** refers to an event which results, or could result, in injury, illness or other harm to Australis's students, staff, contractors, visitors or members of the public. Examples include falls, electric shock, aggressive and intimidating behaviour, and offensive language.

**Individual** refers to all Australis staff and students, former, current and prospective, and other individuals associated with Australis such as external providers, consultants and contractors.

**Informal complaint** is a complaint made by a student or staff member that is dealt with directly between the complainant and the other person(s) involved and that is resolved without a formal complaint being raised.

**Informal learning** is the learning acquired outside a formally structured program.

**Information** refers to all electronic and hard-copy data, including health information, written records, photographs, images and video or audio footage.

**Intellectual and academic freedom** refers to the right of students and academic staff to freedom of creative expression and to the responsibility of academic staff to support the role of Australis as a place of independent learning, practice and thought.

**Internal Examiner** is a PhD qualified member of the Australis staff from a cognate discipline to the subject matter of the research thesis submitted for examination in part or in whole for a Higher Degree by Research. Internal examiners will act as an assessor independent of the student and the supervisors of the research thesis under examination.

**International student** is a student studying in Australia on an international student visa.

**Intervention strategy** refers to a proactive approach to supporting students at risk of not achieving satisfactory course progress.

**Learning outcomes** refer to statements of the knowledge, skills, attributes and capabilities that students have acquired and are expected to demonstrate as a result of successfully completing a subject or course.

**Logo** refers to the specific symbol which promotes public identification and recognition of Australis.

**Marketing and promotion materials** refer to all corporate materials, student recruitment documents and electronic and web-based materials.

**Masters by Research (MRes)** is a two year (full time) course of study that qualifies as a Higher Degree by Research (HDR) in that at least 66% of the course is dedicated to research activities across the duration.

**Moderation** refers to the process of establishing the comparability of standards, reached through consensus between assessors, to ensure the validity, reliability and practicality of assessment and the consistency of grading.

**Orientation program** refers to a mandatory information day program at the beginning of each semester during which all commencing students are welcomed and introduced to important information, relevant policies and procedures, relevant staff members, support services and activities available at Australis.

**Overseas Student Health Cover (OSHC)** is a compulsory health insurance product required by international students studying in Australia. OSHC is an insurance product that gives international students a level of insurance coverage that is based on the Australian Medicare system.

**Part-time enrolment** is used to describe a student with less than 66% of a full time load. Ordinarily only domestic students are allowed to be enrolled part time.

**Pedagogy** is the discipline that explores the theory and practice of teaching, and how these influence student learning.

**Personal information** as specified in the *Privacy Act (1988)* may include a person's name, address, photograph, billing information, contact telephone number and email address.

**Principal Supervisor** is a paid academic of Australis holding s PhD in the subject matter closely related to the topic under investigation of a Higher Degree by Research student. The principal Supervisor takes the major role in ensuring the student is guided through the different stages of developing a research proposal and conducting a program of research that will be examined according to the policies and processes of the degree for which the student is enrolled.

**PRISMS** – the Provider Registration International Student Management System (PRISMS) is a secure online system of the Australian Government that allows providers to issue Confirmations of Enrolment (CoEs). Government agencies use PRISMS to monitor student compliance with visa conditions and educator provider compliance with the *Education Services for Overseas Students Act (2000)*.

**Privacy** – Something private to a person usually means something inherently sensitive or special to them. The area of privacy partially overlaps with security, which may include the concepts of appropriate use and protection of information. Privacy may also take the form of physical integrity. Privacy may mean that a person is not subject to unsanctioned invasions of privacy by Australis or government or any other authorities or bodies. In this document, privacy is taken to mean privacy of information regarding Australis students, staff, stakeholders and other individuals associated with the Institute.

**Post Graduate Certificate** is a course of study comprising at least four units (equivalent to a full load for one semester) that satisfies the criteria specified for a level 8 (or higher) qualification by the Australian Quality Framework (AQF) (2013 Second Edition).

**Post Graduate Diploma** is a course of study comprising course work and a research project that satisfies the criteria specified for a level 8 (or higher) qualification by the Australian Quality Framework (AQF) (2013 Second Edition)

**Professional development** is a process to ensure that staff have the ongoing capabilities required to fulfil the duties attached to their position, grow as people, advance their careers, adapt to change and assist in developing others.

**Recognition of prior learning (RPL)** is a process used to assess relevant prior learning of an individual (including informal and formal learning) to determine the credit that may be granted towards the completion of a qualification.

**Record** refers to any document or other source of information compiled, recorded or stored in written form, film or electronic process.

**Research** is the use of existing knowledge or the creation of new knowledge in an innovative way that generates new inventions, concepts, understandings and methodologies. This may include analysis and synthesis of previous research to the extent that these are new and creative.

**Research Ethics Committee (REC)** has delegated authority from the Academic Board to oversee ethical standards in research conducted by students and staff of Australis. The REC

ensures compliance with institutional policies, external ethical frameworks, and relevant legislation, particularly in research ethics, intellectual property, and responsible research conduct.

**Resources** refer to any asset or access to any asset provided by Australis to users. Resources may include, but are not limited to, computers, laptops, tablets, keyboards, mice, printers, photocopiers, telephones, library resources, furniture and equipment, internet, email, data and information (including intangible assets).

**Respondent** refers to a student or staff member against whom a complaint has been made and means a person who is alleged to have engaged in conduct inconsistent with the *Staff Complaints and Appeals Policy and Procedure* or the *Student Complaints and Appeals Policy and Procedure*.

**Risk** refers to the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

**Safety** refers to a condition of being protected from or unlikely to cause danger, risk or injury.

**Scholarly activity** is academic activity which contributes to the reservoir of shared knowledge within a specific discipline area. Features of scholarly activity include the following:

- Scholarly communication or publication such as conference presentations and literature reviews
- Teachings or scholarly reviews of the current state of knowledge in an area which contribute to course development
- Original research on teaching and learning practices or in a discipline
- Organisation of advanced professional development activities through presentations on the current state of knowledge, practice or teaching and learning in a field or contributions to academic journals
- Participation and contribution in professional bodies or communities of practice in advancing knowledge and practice such as development of knowledge, new standards, resources and codes of practice
- Participation in scholarly activities in academic societies, peer reviews or editorial roles, especially those related to advances in knowledge or practice
- Collaborative or individual activities such as keeping abreast of developments in a field, contributing to journal clubs or creating reflective practices

**Scholarship** is activities relating to gaining new or improved understanding, appreciation and insight into a discipline or field of education and engaging with and keeping up to date with advances in the field. This includes advancement in ways of learning and teaching in the field and improvement in professional practices, as well as increases in disciplinary knowledge through original research.

**Sessional staff** are staff members who are employed on a sessional basis for thirty-six (36) hours or more per semester.

**Sensitive information** refers to information about an individual's health status, behaviour or academic progress as a student, staff, stakeholder or other person associated with Australis.

**Sexual harassment and sexual assault** mean conduct with a sexual component which is unsolicited, unwelcome and unreciprocated. Conduct with a sexual component may include verbal, nonverbal, visual or physical behaviour. Sexual harassment may include, but is not limited to, leering, stalking, obscene sexual communication in any media including social networks, unwelcome invitations, emails or telephone calls, sending sexually explicit text messages or emails, distributing sexually suggestive materials through any means or media, using sexually suggesting language in any form of communication or touching another individual in a way that offends, intimidates, embarrasses or humiliates. Sexual harassment refers to repeated, unwelcome or inappropriate behaviour of a sexual nature in circumstances where a reasonable person considering all the circumstances would anticipate the possibility that the person being harassed would feel offended, humiliated or intimidated. Refer to Appendix 1 for examples of behaviour which may be deemed to be sexual harassment.

**Social media** refers to websites, digital communication platforms and applications that allow people to interact, comment, share digital media and participate in discussion.

**Social media users** are participants using, creating and sharing opinions, content, experiences, insights and perspectives on digital platforms.

**Software** is any computer application or program used on computers, laptops, tablets or other mobile devices. Software may include but is not limited to any version of Microsoft (MS) Windows, Moodle, MS Excel, MS Outlook, MS Word, MS Project, any program developed to access the internet, any software to protect from viruses or any other software provided by Australis to users.

**Special Circumstances:** Circumstances that are beyond the student's control, do not make their full impact until on or after the census date, and make it impracticable for the student to complete the requirements of the unit.

**Staff** means an employee of Australis, including a casual employee.

**Student** is a person who is currently enrolled as a candidate in an award course at Australis.

**Student recruitment** refers to identifying potential students and providing Australis course and service information to help them in their information search for higher education products and providers.

**Student Supervisory Panel** is responsible for the oversight of students' progress with respect to a program of research qualifying for a Higher Degree by Research. The Panel will ensure students receive appropriate guidance and feedback to enable students, to the best of their ability to submit a thesis of the required standard for examination by two examiners with at least one of these being external to Australis.

**Study plan** refers to an individual plan to provide academic support or personal counselling to a student identified to be at risk of not achieving satisfactory academic progress.

**Teaching out** refers to a situation where no new students can be enrolled in a course and arrangements are put in place to ensure that all currently enrolled students can either finish the course of study or transition to a mutually agreed replacement course at no disadvantage to the student.

**TEQSA** is the Tertiary Education Quality and Standards Agency created under the *Tertiary Education Quality and Standards Agency Act 2011*.

**Transition period** refers to the timeframe within which a discontinued qualification or replacement course must be completed.

**Tuition Fees:** Fees payable by the student for the academic tuition provided in a unit or course.

**Under-represented and disadvantaged groups** include, but are not limited to, people with disability, people from non-English-speaking backgrounds, people located in rural and remote areas, mature-aged students, people who are long-term unemployed, and Aboriginal and Torres Strait Islander peoples.

**Unit** refers to a discrete component of a course represented by a unit code which has a set number of credit points allocated to it for successful completion.

**Unit Learning Outcomes (ULOs)** refer to the outcomes that identify the knowledge, skills and application of knowledge and skills which a student is expected to demonstrate on successful completion of a unit. This is in line with the standards, quantity and quality of knowledge of those skills that are required by the AQF.

**User** refers to all permanent staff, casual staff, sessional staff, contractors and students at Australis.

**Wellbeing** is a complex combination of a person's physical, mental, emotional and social health factors strongly linked to life satisfaction and happiness.

**Withdrawal:** The formal process by which a student cancels his or her enrolment in a unit or course.