

GLOSSARY

A	
Academic Administration Manager	The Academic Administration Manager or nominee
Academic Director	The Academic Director or nominee or delegate, as appropriate
Academic Integrity	Academic integrity can be defined as: ‘a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage’. (International Centre for Academic Integrity, 2014). Academic Integrity involves using, generating and communicating information in an ethical, honest and responsible manner. (<i>TEQSA Guidance Note–Academic Integrity, p.1, 2016</i>)
Academic Misconduct	Academic Misconduct at AIB is the breach of Academic Integrity principles and AIB’s Academic Integrity policy
Administrative Date	for any subject means the last date that students must complete their enrolment and/or formally withdraw from that subject without incurring a financial penalty and no grade appearing on academic transcript, and is generally 21 days before the start date of that subject
Advanced Standing	is a form of credit for any previous learning (AQF, January 2013)
AIB	stands for the Australian Institute of Business Pty Ltd
AIB Representative(s)	means AIB Staff, officers, agents, contractors, TC Facilitators, sessional and/or visiting academic staff, consultants engaged by AIB or other recognised affiliates of AIB
AIB Staff	means individuals employed by AIB on a full time or fractional full time basis on either a permanent or fixed term basis. It does not include contractors, such as but not limited to sessional (casual) academic staff or TC facilitators
Assurance of Learning	is the process which aims to ensure AIB students achieve the course learning outcomes and Graduate Qualities
Australian Qualifications Framework or AQF	is the national policy for regulated qualifications in the Australian education and training system
B	
BBA	means Bachelor of Business Administration
Benchmarking	can be defined as a structured, collaborative, learning process for comparing practices, processes or performance outcomes. Its purpose is to identify comparative strengths and weaknesses, as a basis for developing improvements in academic quality or performance. Benchmarking can also be defined as a quality process used to evaluate performance by comparing institutional practices with identified good practices across the sector (<i>TEQSA Guidance Note – External Referencing (including Benchmarking), p.6, 2016</i>)

Block Credit	is credit granted towards whole stages or components of a program of learning leading to a qualification (AQF, January 2013)
C	
Case Research	means an approach to research that seeks to better understand a complex issue or context through systematic inquiry. The research may focus on a single case of that issue or context or a number of cases
Census Date	for a subject means the closing date for students to apply for or withdraw from Commonwealth government funded FEE- HELP assistance for that subject and the date from which students start to incur a FEE-HELP debt for that subject. The Census Date is 20% of the way through a subject.
Chief Executive Officer (CEO)	Means the Chief Executive Officer or nominee or delegate, as appropriate
Chief Financial Officer (CFO)	Means the Chief Financial Officer or nominee or delegate, as appropriate
CoE	means the Confirmation of Enrolment form issued by an educational institution to a student pursuant to the ESOS Act
Conflict of Interest	may be defined as a situation or action that may result in being (or creates the perception or appearance of being) in conflict with the AIB's overall interests, objectives and principles
Course Registration Period	the period which students are to complete the course by the date specified in the Letter of Offer.
Credit	is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing. (AQF, January 2013)
Credit Arrangements	are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students (AQF, January 2013)
Credit Outcomes	are the results of a process of determining a student's application for credit or credit transfer (AQF, January 2013)
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. (AQF, January 2013)
CRICOS	stands for the Commonwealth Register of Institutions and Courses for Overseas Students and is the register prescribed under Section 14A of the ESOS Act. Providers intending to enrol an International Onshore Student must be registered on CRICOS; AIB is registered with the provider number 01523J
D	
DBA	means the Doctor of Business Administration degree
DET	means the Department of Education and Training (DET)
Department of Home Affairs	refers to the Australian Home Affairs Portfolio which was established on 20 December 2017. This portfolio absorbed the Department of Immigration and Border Protection (previously referred to as DIBP in AIB policies)
DNS	stands for the grade for 'did not sit' or 'did not submit' a final assessment item

Domestic Student	is defined in the Higher Education Provider Guidelines as a student who is either: <ul style="list-style-type: none"> - an Australian citizen (including Australian citizens with dual citizenship), or - New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship (Note: includes any such persons who have Permanent Resident status), or - a permanent humanitarian visa holder, or - a holder of a permanent visa other than a permanent humanitarian visa
E	
ESOS Act	means Education Services for Overseas Students Act 2000 and all association legislation including the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
ESOS Regulations	means the Education Services for Overseas Students Regulations 2001
F	
FHE students	means FEE Help eligible students or students who are eligible to receive FEE HELP as defined in the Study Assist website or other legislation. FHE students would have been advised that they are FHE in their AIB letter of offer
Formal Learning	is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification (AQF, January 2013)
G	
GPA	stands for Grade Point Average
Graduate Qualities	are the general competencies and skills which AIB expects students to be able to demonstrate when completing their study at AIB. Other providers may refer to this as Graduate Attributes or Graduate Outcomes
H	
Head of [Department]	Means the Head of the relevant AIB department or nominee or delegate, as appropriate. For example Head of Brand and Communication or Head of Student Engagement
Head of Discipline	Means the Head of relevant discipline or nominee or delegate, as appropriate. For example Head of Discipline – Marketing or Head of Discipline (HRM).
Higher Degree	means the following: <ul style="list-style-type: none"> - Doctor of Philosophy; - Doctor of Business Administration; or - Master of Management
Higher Degree Candidates	means any student formally enrolled in one of AIB’s Higher Degree programmes
I	
Informal Learning	is learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal

	learning is not organised or externally structured in terms of objectives, time or learning support. (AQF, January 2013)
Intellectual Property Rights	means all current and future intellectual property rights (including goodwill), whether registered or unregistered, in any jurisdiction in Australia or the world, including without limitation copyright, trademarks, patents, rights in circuit layouts, designs, domain names and trade names, and any right to have information kept confidential, and includes any application or right to apply for registration of any such rights and includes all rights of a similar nature to any such rights which may subsist anywhere in the world
International Onshore Student	means a person (whether within or outside Australia) who is issued a student visa by the Australian Government and as defined by the ESOS Act
M	
MBA	means the Master of Business Administration
MC	means the a Medical/Compassionate grade
MMgt	means the Master of Management degree
MMgt (Research)	means the Master of Management (Research) degree
MMgt (WAL)	means the Master of Management (Work Applied Learning) degree
Mixed Methods Research (MMR)	Mixed methods research is a research design with philosophical assumptions as well as methods of inquiry. As a methodology, it involves philosophical assumptions that guide the direction of the collection and analysis of data and the mixture of qualitative and quantitative data in a single study or series of studies. Its central premise is that the use of quantitative and qualitative approaches in combination provides a better understanding of research problems than either approach alone. (Creswell, JW, & Plano Clark, VL, 2007, <i>Designing and Conducting Mixed Methods Research</i> , SAGE, Thousand Oaks, CA, p. 5)
Moderation of Assessment	A process for ensuring that consistency of marking occurs within courses and subjects, 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.
Moral Rights	means the personal rights conferred by Part IX of the <i>Copyright Act 1968</i> (Cth) in relation to literary, dramatic, musical or artistic works and cinematograph films. These are rights for creators to be attributed as the creator of their work; take action if their work is falsely attributed as being someone else's work or is altered by someone else but attributed as if it were unaltered; and / or take action if their work is distorted or treated in a way that is prejudicial to their honour or reputation.
N	
NFHE overseas students	are non FEE Help eligible students who are located outside Australia
NFHE students	are non FEE Help eligible students who are located in Australia
Non-formal Learning	refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. (AQF, January 2013)

O	
OES	is the online enrolment system (https://e-study.aib.edu.au/students/index.php) which Teaching Centre students use to enrol in subjects
P	
PhD	means the Doctor of Philosophy degree
PRISMS	means the Provider Registration and International Students Management System pursuant to the ESOS Act
Publications Disclaimer	means the form required to be completed for any work published, a copy of which can be obtained by staff via the AIB intranet
R	
Recognition of prior learning (RPL)	is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary). (AQF, January 2013)
Reflective Practice	means to engage in a continuous cycle of self-observation and self-evaluation in order to understand our own actions, and the capacity to reflect on that action so as to engage in a process of continuous learning
Research Degree	means a degree which is awarded primarily on the basis of a thesis embodying the results of a research project, and any coursework topics or other formal studies undertaken during the candidature which do not constitute more than one-third of the final assessment for the degree
S	
Scholarly activity	means activities which demonstrate engaging in learning, acquiring/building knowledge and transmitting knowledge. Examples of scholarly activity include publications, research grant applications, teaching award applications, curriculum development, updating technology and online skills, undertaking higher qualifications, consultancy to industry, attending scholarly peer reviewed or professional seminars/conferences/workshops, active involvement in electronic discussion groups and communities of practice
Scholarship	means engaging in learning, acquiring/building knowledge and transmitting knowledge, each specifically in relation to the discipline taught and to the learning needs of the relevant student cohort
Special Circumstances	has the meaning as ascribed in the Student Review Procedures for Re-crediting a FEE HELP Balance and Refund of Fees policy
Specified Credit	is credit granted towards particular or specific components of a qualification or program of learning. (AQF, January 2013)
Student Support	Means the relevant AIB student support department dependent upon student's study mode. Online students should contact the Student Central department and Teaching Centre students should contact the Centre & Student Support department
T	
TC Facilitators	means the academic staff who facilitate AIB courses at the Teaching Centres
Teaching Centre (TC)	means an academic institution in an offshore location which has contracted with AIB to provide selected courses at their campus
TEQSA	stands for the Tertiary Education Quality and Standards Agency

U	
Unspecified Credit	is credit granted towards elective components of a qualification or program of learning. (AQF, January 2013)
W	
Work-Applied Learning (WAL)	means a systematic process that integrates individual learning, team learning and organisational learning to achieve organisational change and the creation of organisational knowledge
Work Based Learning (WBL)	means a process of applying the critical thinking and analytical processes of AIB to a work environment. WBL involves work-based projects and develops the learner's capacity to operate more effectively within their work environment
WF	stands for the Withdraw Fail grade
WNF	stands for the Withdraw Not Fail grade