

GLOSSARY

A	
Academic Cheating Service	Means the provision of work to or the undertaking of work for students, in circumstances where the work: (a) is, or forms a substantial part of, an assessment task that students are required to personally undertake; or (b) could reasonably be regarded as being, or forming a substantial part of, an assessment task that students are required to personally undertake. (from Division 5 of the TEQSA Act 2011 as enabled by the <i>TEQSA Amendment (Prohibiting Academic Cheating Services) Act 2020</i>)
Academic Integrity	Academic Integrity involves using, generating and communicating information in an ethical, honest and responsible manner, even in the face of adversity” (Adapted from Monash University 2013, cited in TEQSA Guidance Note: Academic Integrity 2019 v1.2, p.1; and International Centre for Academic Integrity, cited in TEQSA Guidance Note – Academic Integrity TEQSA Guidance Note: Academic Integrity 2019 v1.2, p. 1:)
Academic Leadership Team	Refer to Senior Academic Leadership Team (SALT).
Academic Misconduct	Academic Misconduct at AIB is the breach of Academic Integrity principles and AIB’s Academic Integrity Policy .
Academic Team	All staff who report directly or indirectly to the Academic Dean including Professional Staff.
Academic Staff	“A member of staff of a higher education provider who is appointed wholly or principally to undertake a teaching and/or research function. For definition of ‘member of staff’ refer to the Department of Education's TCSI glossary .” (source: TEQSA)
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. All dates are in Australian Central Standard/Daylight Time (Adelaide time zone).
Advanced Standing	A form of credit for any previous learning (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
AIB	An acronym for the Australian Institute of Business Pty Ltd
AIB Representative(s)	Refer to AIB Staff Member.
AIB Staff	Means individuals employed by AIB on a full time or fractional full time basis on either a permanent or fixed term basis, officers, agents, contractors, sessional and/or visiting academic staff, volunteers, consultants engaged by AIB or other recognised affiliates of AIB.

AIB Website	Means www.aib.edu.au
Articulation Arrangements	“Create a defined pathway that enables a student to progress from a completed course of study to another course of study with admission and/or credit.” (source: TEQSA)
Assessment	A process to determine a student’s achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration. (source: TEQSA)
Assessment Refresh	Assessments are refreshed each instance a subject is offered, to ensure that the same set of assessments are not duplicated in the next delivery. This is done to uphold academic integrity, as well as to ensure currency in our subject delivery.
Assessment Task	Means an essay, presentation, project or any other assessable part of a course of study, whether mandatory or optional. (adapted from Division 5 of the TEQSA Act 2011 as enabled by the <i>TEQSA Amendment (Prohibiting Academic Cheating Services) Act 2020</i>)
Associate Supervisor	Means the Higher Degree by Research supervisor with responsibility for supporting the Principal Supervisor and replacing them as Principal Supervisor if they are absent from AIB for a period exceeding three months.
Assurance of Learning	The process which aims to ensure AIB students achieve the course learning outcomes and Graduate Qualities
Australian Qualifications Framework or AQF	The national policy for regulated qualifications in the Australian education and training system, including higher education, vocational education and training and school education. More information on the AQF is available from the AQF website .
Australian Qualifications Framework (AQF) Qualification:	This is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF (AQF Glossary of Terminology , 2 nd edn, Jan 2013).
Authentic Assessment	Assessment that is: <ul style="list-style-type: none"> • practical and engaged with real-world contexts and scenarios • situated in contemporary contexts and related to current issues • personally meaningful to students and designed to allow students to draw meaning from their professional (or life) experiences • informed by theory and applied in practice, or in a scenario-based simulation of real-world practice.
B	
Benchmarking	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 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)</i> , p.6, 2019)

Block Credit	Credit (see Credit) granted towards whole stages or components of a program of learning leading to a qualification. (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
C	
Candidate	A student formally enrolled in one of AIB Higher Degree by Research or Research Pathway Courses.
Candidature	A student's enrolment in a Higher Degree by Research Course.
Case Research	Research that seeks to better understand a complex issue or context through systematic inquiry using a case or cases that represent an issue or context.
Casual Staff	"Staff who are engaged and paid on an hourly or sessional basis, and who have no entitlement to paid annual, sick or long service leave." (source: TEQSA)
Census Date	The last date on which a student may apply to withdraw from a subject without realising the tuition fee or FEE HELP debt for that subject. The Census Date is a minimum of 20% of the way through a subject. All dates are in Australian Central Standard/Daylight Time (Adelaide time zone).
Collaboration	Effective engagement with others to achieve desired outcomes and/or shared benefits.
Collusion	Collusion refers to a situation where a student advertently or inadvertently assists, or is assisted by, someone else with assessment work that should have been the work of an individual student. This includes a student giving or sharing an assessment with another student, making an assessment available to others for potential use, using an assessment written by someone else and writing an assessment together. Collusion comprises any way of submitting assessment work as if it reflects individual effort while in reality it includes the work of another person, as determined by AIB. Collusion occurs if two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment; this includes unauthorised collaboration. Students must not publish their work or related AIB materials (such as publishing their assignments or assessment questions online or in chat rooms).
Confidential Register	An internal AIB register which is confidential. Information recorded on Confidential Registers is not made public and access is limited to necessary AIB staff according to the internal schedule outlining staff access to Records. Examples of Confidential Registers maintained by AIB are those on breaches of Academic Integrity and student grievances.
Conflict of Interest	Any 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.
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, pp. 5-6)
Contract Cheating	Contract Cheating means engaging services (paid or unpaid) of others to complete all or part of an assessment for an individual and submitting that assessment as individual's own. Contract cheating can also be referred as 'ghost writing' or 'contract writing'.
Course	Means an award course, non-award course, enabling course, an undergraduate course, postgraduate course or research course.

Course Completion	“The successful completion of all the academic requirements of a course of study. This includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry. Where a combined course automatically leads to two separate awards, a course completion will only occur when the requirements of both awards have been satisfied.” (source: TEQSA)
Course Development Committee	A committee is established as per the AIB Course and Subject Development Procedure to develop the course curriculum, including but not limited to ensuring that the course and the resulting award complies with the applicable Standards of the <i>Higher Education Standards Framework</i> and the <i>Australian Qualifications Framework</i> .
Course Registration Period	The period which students are to complete the course by the date specified in the Letter of Offer.
Credit	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 Glossary of Terminology , 2 nd edn, Jan 2013)
Credit Arrangements	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 Glossary of Terminology , 2 nd edn, Jan 2013)
Credit Outcomes	The results of a process to determine a student’s application for credit or credit transfer. (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
Credit Transfer	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 Glossary of Terminology , 2 nd edn, Jan 2013)
CRICOS	An acronym for the Commonwealth Register of Institutions and Courses for Overseas Students and is the register prescribed under Section 14A of the <i>ESOS Act</i> . Providers intending to enrol an International Onshore Student must be registered on CRICOS. AIB withdrew its CRICOS registration in January 2019 and therefore is unable to enrol Student Visa holders (as per the <i>ESOS Act</i> legislation).
Critical Incident	Critical Incident is defined in the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> , (“National Code 2018”) as “a traumatic event, or the threat of such (within or outside Australia) which causes extreme stress, fear or injury”. A Critical Incident can include but not be limited to any kind of violent or threat to persons or a natural disaster.
D	
Dean’s Merit List	A list, authorised by the Academic Dean, of MBA coursework students who achieved outstanding academic performance in accordance with the Dean’s Merit List and Valedictorian Award Policy and Procedure .
Department of Education	Provides strategic direction and national leadership of Australia’s education system – through early years, school, higher education and research. They advise the Australian Government on education, and steward the government’s vision for reforming Australia’s education system. (See https://www.education.gov.au/) From time-to-time, the title may change, but AIB will use ‘Department of Education’ to refer to the department responsible for Higher Education governance.

	Previous names include: Department of Education and Training (DET), Department of Education, Skills and Employment (DESE)
<u>Department of Home Affairs</u>	The Australian Government portfolio responsible for the administration of immigration visas. This portfolio has had several different titles as per changes in government, including 'Department of Immigration' and 'Department of Immigration and Border Protection (DIBP)'.
Detrimental Conduct	Any actual or threatened conduct that could cause a detriment to the Whistleblower as a result of the Whistleblower making a disclosure, including: <ul style="list-style-type: none"> • termination of employment; • harassment, bullying or intimidation; • personal or financial disadvantage; • unlawful discrimination; • harm or injury, including psychological harm; • damage to reputation; or • any other conduct that constitutes retaliation.
Department of Home Affairs	The Australian Home Affairs Portfolio established on 20 December 2017. This portfolio absorbed the Department of Immigration and Border Protection (previously referred to as DIBP in AIB policies).
Direct Debit Contract	An agreement between a student and AIB's direct debit service provider or AIB, such as a pre-authorised debit agreement known as the PAD agreement.
DNS	An acronym for the grade for 'did not sit' or 'did not submit' a final assessment item. For more details refer to AIB Assessment Procedure .
Domestic Student	A student who is one of the following: <ul style="list-style-type: none"> • an Australian citizen (including Australian citizens with dual citizenship) • a 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 Australian Permanent Resident status) • an Australian permanent humanitarian visa holder • a holder of an Australian permanent visa other than an Australian permanent humanitarian visa. This definition is based on TCSI Glossary.
Double Submission	Occurs when substantially the same piece of work is submitted more than once. Where a student wishes to submit substantially the same piece of work more than once they must obtain agreement in writing from the relevant Subject Coordinator. In the event that students do not seek agreement from the Subject Coordinator, this may constitute self-plagiarism.
E	
ERA	Stands for Excellence in Research for Australia . ERA is Australia's national research evaluation framework.
ESOS Act	Means <i>Education Services for Overseas Students Act 2000</i> and all association legislation including the <i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007</i> .
Executive	Means the AIB Senior Management Group as outlined on AIB website .
Early Career Researcher (ECR)	Academic staff who are, subject to career interruptions, within five years of being awarded a PhD (or equivalent research qualification).

Equivalent Full-Time Student Load (EFTSL)	<p>"EFTSL is defined in the Higher Education Support Act 2003 (HESA) as an equivalent full time student load. It is a measure of the study load, for a year, of a student undertaking a course of study on a full time basis, where the student undertakes a standard program of studies." Whether a student is a full time or part time student, it determined by aggregating across all units of study as:</p> <ul style="list-style-type: none"> • "Full-time: is where the student load aggregated for all the courses being undertaken by the student in the calendar year is 0.75 or more. • Part-time: is where the student load aggregated for all the courses being undertaken by the student in the collection year is less than 0.75." <p>(Source: TCSI Glossary terms: EFTSL and Type of Attendance)</p>
Examination	The assessment of the final Research thesis or project by assessors with international standing in the field of Research and independent to the conduct of the Research.
External Moderation	Refers to the process of a formal post-hoc review of a sample of marked assessments by an external academic with relevant expertise, conducted to ensure reliability and fairness of the grading process at AIB.
External Review	The term 'External Review' refers to a formal review that has been led by a Chair with relevant expertise and who is independent of AIB's governance, management and operations so as to ensure an objective evaluation.
F	
Fabrication	Fabrication refers to results or data that do not exist and has been made up; this includes Fabrication of identity and impersonation. Fabrication can include inappropriate use of Generative AI.
Falsification	Falsification refers to results or data that have been manipulated to reach a specific conclusion. Falsification refers to content of assessment items and to Misattribution of sources (also to other documentation for example, medical certificates used in an attempt to obtain approval for special circumstances). Falsification can include inappropriate use of Generative AI.
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.
File-sharing	The exchange of assessment tasks, responses, and assessment reports internally or uploaded or downloaded through a third-party platform (TEQSA 2022).
Financial Director (FD)	Means Financial Director or nominee or delegate, as appropriate (formerly Financial Controller, Chief Financial Officer, CFO).
Financial Records	<p>Mean AIB's, including, but not limited to:</p> <ul style="list-style-type: none"> (i) Financial records showing income and expenditure, budgets, projections; (ii) Cash records such as Bank statements and petty cash records; (iii) Receipts, purchase and procurement documentation; (iv) Wages and superannuation records; (v) Tax returns and supporting calculations; and (vi) Insurance policies.

Formal Learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
Formal Review	A review that has a defined process as established in an AIB Policy and Procedure as approved by AIB's corporate or academic governing bodies, such as course and subject reviews.
G	
Genuine Student	A 'genuine' student is one reasonably engaged in their studies. Factors considered by AIB include regularity of logging onto the student learning platform / accessing resources; knowledge of course and subject content and assessment requirements; knowledge of course fees and duration; participation in or completion of academic assessments and activities; timely provision to AIB of updated contact details for enrolment verification purposes; and evidence of enrolment and engagement in other courses or activities which result in a significantly reduced capacity to successfully undertake and complete the requirements of an AIB course. (adapted from Chapter 9 of the <i>Higher Education Provider Guidelines 2013</i>)
GPA	An acronym for Grade Point Average.
Graduate Qualities	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	
Higher Degree by Research (HDR) Course	Means a Course that involves a supervised Research project. At AIB these are the Doctor of Philosophy and a Doctor of Business Administration. These courses are designated as Research courses by the Department of Education as they comprise no less than 66% research.
HERDC	An acronym for the Higher Education Research Data Collection .
Higher Education Standards Framework (Threshold Standard) 2021	Please see the definition for Threshold Standards 2021.
Higher Degree by Research (HDR) Candidates	Means a student undertaking a postgraduate higher education degree that involves a supervised Research project. At AIB these include Doctoral degrees (either Doctor of Business Administration or a PhD).
I	
Inappropriate use of Generative Artificial Intelligence (AI)	AIB considers the inappropriate use of Generative AI may include, but is not limited to, its use to prepare, modify, or generate text or other works without acknowledgment and/or appropriate critique and modification of the generated content. It is expected that significant original cognitive and analytical effort is applied to the acknowledged text.
Inclusive Language	Language that is respectful and promotes the acceptance and value of all people. ... Inclusive language is not about impinging on free speech or political correctness; it is about communicating in a way that is accessible and respectful and values, includes and empowers all members of your audience. (p2, <i>UQ Guide to Using Inclusive Language</i> , https://staff.uq.edu.au/files/242/using-inclusive-language-guide.pdf)

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 Glossary of Terminology , 2 nd edn, Jan 2013)
Informal Review	A process that is undertaken to evaluate a function or activity in a less prescribed framework than formal reviews. Informal reviews might be more practical for localised operational processes where high levels of academic or corporate governance oversight are not appropriate. However, outcomes of informal reviews will be reported to AIB's governing bodies either through a single report or by way of amended documents and materials.
Intellectual Property Rights	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.
Internal Review	The term 'Internal Review' refers to a review that is sponsored by a member of the AIB Executive. It may be formal or informal, and it is led by an internal Senior Manager or by a Review Panel. Formal internal reviews have a defined process that is detailed in an AIB policy and procedure.
International Student	A student who is not a Domestic Student.
L	
Leadership of Collaboration	Purposeful support of others to effectively engage with others to achieve a desired outcome or advancement.
Learning Portal	Means the online learning portal (https://learning.aib.edu.au) provided by AIB and which students access to view learning materials for subjects, submit assessments for marking, view their grades, among other things.
Letter of Offer	letter issued to present a formal offer from AIB to register a student or Candidate in a Course. All applicants who receive an offer must accept the offer within the timeframe specified in the Letter of Offer.
M	
Major Course Review	A Major Course Review is a comprehensive review of an accredited course or courses to assure compliance with the relevant frameworks and standards, and its overall quality and ongoing relevance, value, viability and sustainability.
Maximum Course Duration	The maximum amount of time that a student can take to complete the Course. The Course duration starts on a day the student enrolls in the AIB first Subject of the Course and it includes any periods of inactivity (either voluntary or prescribed by AIB), deferral, leave of absence and/or exclusion.
MBA	An acronym for the Master of Business Administration.
MC	An acronym for a Medical/Compassionate grade. Refer to Assessment Procedure on AIB website for further details.
Misattribution	To provide the wrong source of information for something (e.g. a work, idea or quotation).
Minor Course Review	A Minor Course Review is a checkpoint to ascertain the effectiveness of the implementation of outcomes from the previous Major Course Review and to identify any emerging issues.

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	<p>“Quality assurance, control processes and activities such as peer review that aim to assure:</p> <ul style="list-style-type: none"> • consistency or comparability, appropriateness, and fairness of assessment judgments • the validity and reliability of assessment tasks, criteria and standards. <p>Moderation of assessment processes establish comparability of standards of student performance across, for example, different markers, locations, subjects, providers and/or courses of study.” (source: TEQSA)</p>
Module	A distinct and defined topic that usually contributes to a larger area of learning i.e. a Subject. The terms ‘topic’ and ‘module’ are used interchangeably within AIB. Module is not interchangeable with Subject.
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	
Nested Awards	Course of study leading to higher education awards that include articulation arrangements from a lower-level higher education award into a higher-level higher education award. Nested awards or courses also enable multiple entry and exit points. (source: TEQSA)
NFHE Offshore student (previously NFHE overseas students)	Any non-Fee Help eligible student who is located outside Australia.
NFHE Onshore student (previously NFHE students)	Any non-Fee Help eligible student who is located in Australia.
Non-formal Learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
O	
Official Organisation Records	<p>Mean AIB’s, including, but not limited to:</p> <ul style="list-style-type: none"> (i) Fit and Proper Persons Declarations for governance, executive and other staff; (ii) Academic and corporate governance documentation (e.g. meeting minutes);

	<ul style="list-style-type: none"> (iii) Legal documentation; (iv) Official certificates; (v) Audio and video recordings and related transcripts; (vi) Marketing Materials; (vii) Articulation agreements; (viii) Administrative records; and (ix) Artefacts created by students and staff using AIB-provided tools or software required for AIB core business activities.
Offshore Student	<p>A student who is residing overseas for the term/semester.</p> <p>Prior to 2017 the definition of an off-shore student excluded students who were residing overseas for the term/semester and were undertaking a course, conducted in Australia, via distance education or online.</p> <p>This definition has been sourced from TCSI Glossary.</p>
Offshore Campus	<p>A campus of an Australian higher education provider, through which a program of study is being delivered, which is located outside Australia.</p> <p>This definition has been sourced from TCSI Glossary.</p>
Onshore Campus	<p>A campus of an Australian higher education provider, through which a program of study is being delivered, which is located in Australia.</p> <p>This definition has been sourced from TCSI Glossary.</p>
Onshore Student	<p>A student who is residing in Australia for the term/semester and is undertaking a program of study conducted by an Australian higher education provider.</p> <p>Prior to 2017, the definition of an onshore student included students who were residing overseas for the term/semester and were undertaking a course, conducted in Australia, via distance education or online.</p> <p>This definition has been sourced from TCSI Glossary.</p>
P	
Peer-to-Peer Subject Review	<p>A formal internal desktop review of individual subjects conducted by an AIB academic from a different discipline who does not normally teach into the subject. Peer-to-Peer Reviews support Major and Minor Course Reviews</p>
Plagiarism	<p>Plagiarism can be defined as submitting others' words or ideas as one's own without appropriate paraphrasing and/or without correct acknowledgement of source(s), including the unacknowledged use of quotations This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources.</p>
Principal Supervisor	<p>Means the Higher Degree by Research Supervisor with primary supervisory responsibility for the Higher Degree by Research student, who is responsible for maintaining effective communication with the student and with other Supervisors.</p>
Professional Staff	<p>Staff appointed to undertake and/or manage operational roles and responsibilities that support business objectives, course delivery and/or the student experience. (source: TEQSA)</p>
Publications Disclaimer	<p>Means the form required to be completed for any work published, a copy of which can be obtained by staff via the AIB intranet.</p>
Q	
QILT	<p>Means Quality Indicators of Learning and Teaching, a suite of government endorsed surveys for higher education, which cover the student life cycle from commencement to employment. (source: www.qilt.edu.au)</p>

R	
Recognition of Prior Learning (RPL)	"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." (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
Records	Mean AIB's written (both electronic and hardcopy), audio and video records which include without limitation: (i) Staff Records; (ii) Student Records; (iii) Financial Records; and (iv) Official Organisation Records; but does not include working papers or rough drafts of documents unless the sequence of amendment is of importance.
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	The concept of research is broad and includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.
Research Active	To be Research Active, staff must have a minimum of 3 output points over three years from the following criteria (note that Early Career Researchers (ECRs) require one point per year): 1. Publication outputs meeting the requirements of ERA Guidelines: <ul style="list-style-type: none"> • Authored Research Book (5 points); • Chapter in Research Book (1 point); • Refereed ABDC A or A* and/or Scimago Q1 Journal Article, regardless of author position (2 points); • Refereed Journal Article, regardless of author position (1 point); • Refereed Conference Papers (0.5 point); • Refereed Conference abstract or poster presentation (0.25 point); • Non-traditional Research output e.g. Research report for an external body, designs, or creative works (1 point); • Major exhibition/performance of creative works (3 points). 2. Research income meeting the HERDC requirements: <ul style="list-style-type: none"> • HERDC eligible research income (1 point per \$10,000 to a maximum of 2 points) 3. Research training points: <ul style="list-style-type: none"> • Supervised to successful completion, as an associate Supervisor, a HDR doctoral Candidate (1.5 point: with 0.5 points at Candidature proposal approval/confirmation and 1 points at thesis completion); • Supervised to successful completion, as Principal Supervisor, a HDR doctoral Candidate (3 points: with 1 point at Candidature proposal approval/confirmation and 2 points at thesis completion). • Supervised to successful completion, as an Associate Supervisor, a MMgt research-pathway Candidate (0.5 point);

	<ul style="list-style-type: none"> Supervised to successful completion, as Principal Supervisor, a MMgt research-pathway Candidate (1 point: with 0.25 points at Candidature proposal approval/confirmation and 0.75 points at thesis completion). Note that proposal approval/confirmation upgrades from MMgt to a doctorate will receive the higher of the two points. <p>4. Other research output(s) as approved by the Associate Dean, R&RHD and the Academic Dean.</p>
Research Assessment Panel	The panel is responsible for assessing candidature variations and approving research proposals. The panel will comprise at least three persons, one of whom is the Principal Supervisor, and the others being specialists in areas that would be of benefit to the candidate.
Research Code	The <i>Australian Code for the Responsible Conduct of Research, 2018</i> (the 2018 Code).
Research Degree	<p>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.</p> <p>Research Degree can also be referred to as Higher Degree by Research or Research Training.</p>
Research Integrity	See Academic Integrity.
Research Misconduct	A serious breach of the <i>Australian Code for the Responsible Conduct of Research</i> which is also intentional or reckless or negligent.
Research Pathway Course	A Course which provides research training coursework skills while also providing a pathway opportunity for entry into a higher degree by research Course, should defined criteria be met. AIB Research Pathway Courses include GCRM and MMgt
Research Proposal Assessment Panel	This panel is responsible for approving Research proposals and assessing Candidature upgrades and transfers between degrees.
Research Supervisory Panel	This is a team-based approach to supervision, with each member of the panel having an agreed role in supporting the Candidate and their Research.
Research Training	“‘Research training’ is a formal course of graduate study leading to the acquisition of advanced skills, techniques, and knowledge in the conduct of research. Research training also builds towards the production of a contribution to the field of research or creative or professional practice.” (TEQSA 2024, p.3, <i>Guidance Note: Research and Research Training</i> , v.2.1 (11 December 2024))
Researcher	Person (or persons) who conducts, or assists with the conduct of, research.
Review	The term ‘Review’ refers to formal quality assurance (both internal and external) including audit, assessment and accreditation processes, teaching and research evaluations and standards benchmarking. Reviews have both a formative and summative function.
Review Panel	A Review Panel is where a review is conducted by two or more persons. The chair may be an external expert or a member of the AIB Executive or nominee. Some review panels are structured as a formal committee with specific membership; these review panels will be specified in an associated AIB policy and procedure.
RPL Assessor	A member of the Academic Leadership team qualified to assess RPL.
S	

Scholarly Activity	Any activities that 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 gaining understanding, appreciation and insights into a field of knowledge and engaging with advances in the field of to inform both the content and methods of teaching; having an informed understanding of the field and/or how it is taught, learned and applied in practice.
Senior Academic Leadership Team (SALT)	Team appointed by the Academic Dean, comprising Associate Deans, Discipline Leads and leaders of area such as Academic Operations, Online Learning, Student Central, and the Quality, Risk & Compliance. The Academic Leaders Team is responsible for leading operational matters and projects associated with course delivery and student support.
Senior Management Group (SMG)	A group appointed by and reporting to the Chief Executive Officer as outlined on AIB website . The Senior Management Group is responsible for advising the CEO and leading functions and projects aligned to AIB's strategic objectives and providing higher education courses.
Special Circumstances	has the meaning as ascribed in the Special Circumstances Applications Procedure .
Specialisation Subcommittees	Dedicated working groups appointed by the Academic Dean to review a qualification where a specialisation is identified in the title. More than one subcommittee may be required during a Major Course Review
Specified Credit	Credit granted towards particular or specific components of a qualification or program of learning. (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
Staff Records	Mean AIB's employees' records and personnel files, including, but not limited to: <ul style="list-style-type: none"> (i) Files maintained by HR; (ii) Curricula Vitae; (iii) Contracts of employment; (iv) Transcripts of qualifications; (v) Employment declarations; and (vi) Leave entitlements.
Student Records	Mean AIB's records of its students, including, but not limited to: <ul style="list-style-type: none"> (i) Application documents; (ii) Consents; (iii) Interactions with AIB (written and audio); (iv) Assessment items; and (v) Student information such as: <ul style="list-style-type: none"> A. Student personal information, including sensitive information, as defined under the <i>Privacy Act 1988 (Cth)</i>; B. Course enrollments; C. Unique Student Identifier; D. Fees paid; E. Progression; F. Assessment outcomes; G. Completions; H. Award of qualifications; and I. Other courses undertaken.

Student Support	Means the AIB student support department dependent upon student's course of study. Online coursework students should contact the Student Central department and Research Candidates and Research Pathway students should contact the Research Administration Officer.
Subject	A separate Unit of Study usually completed in one term as part of a course of study. A combination of subjects make up a course of study (adapted from TEQSA Glossary). See also Unit of Study for further details.
Subject Review	A formal process by which the holistic dimensions of an individual subject are reviewed by a review panel as chaired by a suitably qualified senior external academic leader.
Supervisors	The principal and associate supervisors appointed to a Research Supervisory Panel.
T	
TEQSA	An acronym for the Tertiary Education Quality and Standards Agency
Threshold Standards 2021	Threshold Standards 2021 refers to the set of standards for all Australian Higher Education Providers including Universities as per the legislative instrument of <i>Higher Education Standards Framework (Threshold Standards) 2021</i> .
U	
Unit of Study	<p>Unit of Study means:</p> <ul style="list-style-type: none"> (a) a subject or unit that a person may undertake with a higher education provider as part of a course of study; or (b) a subject or unit made available by a higher education provider: <ul style="list-style-type: none"> (i) access to which was provided by Open Universities Australia; and (ii) that a person could undertake as part of a course of study leading to a higher education award; or (c) a part of a bridging course for overseas-trained professionals. <p>If a higher education provider provides the same such subject or unit in respect of more than one period, the subject or unit is taken to be a different unit of study in respect of each period. (Source: <i>Higher Education Support Act 2003, Schedule 1 - Dictionary</i>, http://classic.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/sch1.html)</p>
Unspecified Credit	Credit granted towards elective components of a qualification or program of learning. (AQF Glossary of Terminology , 2 nd edn, Jan 2013)
V	
Valedictorian Award	This award is granted to the individual(s) on the Dean's Merit List who has achieved the highest Grade Point Average in accordance with criteria outlined in the Dean's Merit List and Valedictorian Award Policy and Procedure.
W	
Work-Applied Learning (WAL)	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)	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	An acronym for the Withdraw Fail grade. Refer to Assessment Procedure on AIB website for further details.
Whistleblower	Anyone who informs about potential Wrongdoing relating to an organisation.
WNF	An acronym for the Withdraw Not Fail grade. Refer to Assessment Procedure on AIB website for further details.
Wrongdoing	<p>Means conduct or behaviour that includes, but is not limited to:</p> <ul style="list-style-type: none"> • breach of laws or regulations; • criminal activity including theft; • offering or accepting a bribe; • dishonest or unethical behaviour; • conflicts of interest; • anti-competitive behaviour; • financial fraud or mismanagement including in relation to AIB's tax affairs; • falsifying financial or corporate reporting; • insider trading; • unauthorised use of AIB's confidential information; • improper use of Personal Information as described in the AIB Privacy Policy; • improper use of AIB's physical or intellectual property; • conduct endangering health and safety or causing damage to the environment; and, • deliberate concealment of any of the above; • sexual assault and/or sexual harassment; • Discrimination; • victimisation; • any other any improper, unethical or potentially criminal conduct.