

GLOSSARY

| A | |
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| Academic Dean | The Academic Dean or nominee (formerly Academic Director) 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. From these values flow principles of behaviour that enable academic communities to translate ideals to action’. (International Centre for Academic Integrity, 2014). Academic Integrity is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner. <i>(TEQSA Guidance Note–Academic Integrity, p.1, 2019)</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 | is an acronym for the Australian Institute of Business Pty Ltd |
| AIB Representative(s) | Refer to AIB Staff. |
| 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. |
| 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 | 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. |
| Associate Dean | Means Associate Dean, Teaching and Learning or Associate Dean, Research & Research Higher Degrees or nominee or delegate as appropriate. |
| 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, |

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| | <ul style="list-style-type: none"> informed by theory and applied in practice, or in a scenario-based simulation of real-world practice. |
| B | |
| BBA | is an acronym for Bachelor of Business Administration. |
| Benchmarking | <p>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.</p> <p>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.</p> <p><i>(TEQSA Guidance Note – External Referencing (including Benchmarking), p.6, 2019)</i></p> |
| 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 any 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 a minimum of 20% of the way through a subject. |
| Chief Executive Officer (CEO) | means the Chief Executive Officer or nominee or delegate, as appropriate. |
| Chief Operating Officer (COO) | means Chief Operating Officer or nominee or delegate, as appropriate. |
| Collusion | <p>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.</p> <p>Collusion includes ‘contract cheating’.</p> <p>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.</p> <p>Students must not publish their work or related AIB materials (such as publishing their assignments or assessment questions online or in chat rooms).</p> |

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| 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. |
| Contract Cheating | Contract cheating means engaging services (paid or unpaid) of others to have the assessment written 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 Development Committee | this 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 Higher Education Standards Framework and the Australian Qualifications Framework. |
| Course Registration Period | is 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 | is an acronym 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 withdrew its CRICOS registration in January 2019 and therefore is unable to enrol Student Visa holders (as per the ESOS Act legislation). |
| Critical Incident | Critical Incident is defined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018, ("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 | |
| DBA | is an acronym for the Doctor of Business Administration degree. |
| Dean's Merit List | The Dean's Merit List recognises MBA coursework students for outstanding academic performance in accordance with the Dean's Merit List and Valedictorian Award Policy and Procedure. |
| DET | is an acronym for the Department of Education and Training. As of 1 February 2020, the department is known as the Department of Education, Skills and Employment. |

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| Detrimental Conduct | means 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 | 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 | is an acronym for the grade for 'did not sit' or 'did not submit' a final assessment item. |
| Director of [Department] | means the Director of the relevant AIB department or nominee or delegate, as appropriate (formerly Head of Department). For example, Director of Academic Operations or Director of Online Learning. |
| Domestic Student | is 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 HEIMS Glossary. |
| Double Submission | This occurs when a student submits substantially the same piece of work for more than one subject unless agreed upon with the Subject Coordinators of the different subjects. It also applies to preparation of journal articles and learning materials. |
| 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. |
| Executive | The Executive constitutes the AIB Chief Executive Officer, Chief Operating Officer and Academic Dean. |
| Early Career Researcher (ECR) | These are academic staff within five years of their PhD (or equivalent research higher degree) conferral date. |
| F | |
| Fabrication | Fabrication refers to results or data that do not exist and have been made up; this includes fabrication of identity and impersonation. |
| 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. |

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| 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. |
| Financial Controller (FC) | means Financial Controller or nominee or delegate, as appropriate (formerly Chief Financial Officer, CFO). |
| Financial Records | mean AIB's, including, but not limited to: <ul style="list-style-type: none"> • Financial records showing income and expenditure, budgets, projections; • Cash records such as Bank statements and petty cash records; • Receipts, purchase and procurement documentation; and • Wages and superannuation records; • Tax returns and supporting calculations; • Insurance policies. |
| 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 | |
| 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 the <i>Higher Education Provider Guidelines 2012</i> as amended on 10 February 2020.) |
| GPA | is an acronym 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 | |
| HDR | is an acronym for Higher Degree by Research. See "Research Degree". |
| Head of Discipline | means the Head of relevant discipline or nominee or delegate or Associate Dean, Teaching and Learning or Associate Dean, Research and Research Higher Degrees, as appropriate. |
| Higher Education Standards Framework (Threshold Standard) 2015 | Please see the definition for Threshold Standards 2015. |
| Higher Degree Candidates | means any student formally enrolled in one of AIB's Higher Degree programmes. |

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| 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 Student | is a student who is not a Domestic Student. |
| M | |
| MBA | is an acronym for the Master of Business Administration. |
| MC | is an acronym for the a Medical/Compassionate grade. |
| MMgt | is an acronym for the Master of Management degree. |
| Misconduct in Examinations | <p>This includes, but is not limited, to:</p> <ul style="list-style-type: none"> • breaches of Examination Procedure • being in possession of any unauthorised reference materials or devices • directly or indirectly giving assistance to any other person • communicating information about exam questions to any other person • speaking to any other student during an examination • copying from or otherwise seeing or using the papers or Exam Booklet of another student • allowing any other student to copy from or otherwise see or use the student's papers or Exam Booklet • using any means to obtain an undue advantage in completing the examination • unruly or disruptive behaviour during an examination. |
| 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 that either approach alone. (Creswell, JW, & Plano Clark, VL, 2007, <i>Designing and Conducting Mixed Methods Research</i> , SAGE, Thousand Oaks, CA, p. 5) |

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| 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 Offshore student (previously NFHE overseas students) | means any non-Fee Help eligible student who is located outside Australia. |
| NFHE Onshore student (previously NFHE students) | means any non-Fee Help eligible student who is 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 | |
| Official Organisation Records | mean AIB's, including, but not limited to: <ul style="list-style-type: none"> • Fit and Proper Persons Declarations for governance, executive and other staff; • Academic and corporate governance documentation (e.g. meeting minutes); • Legal documentation; • Official certificates; • Telephone recordings; • Marketing Materials • Articulation agreements; and • Administrative records. |
| Offshore Student | is a student who is residing overseas for the term/semester. 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. This definition has been sourced from HEIMS Glossary. |
| Offshore Campus | is a campus of an Australian higher education provider, through which a program of study is being delivered, which is located outside Australia. This definition has been sourced from HEIMS Glossary. |
| Onshore Campus | is a campus of an Australian higher education provider, through which a program of study is being delivered, which is located in Australia. |

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| | This definition has been sourced from HEIMS Glossary. |
| Onshore Student | <p>is 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 HEIMS Glossary.</p> |
| P | |
| PhD | is an acronym for the Doctor of Philosophy degree. |
| Plagiarism | Plagiarism can be defined as submitting another person's words or ideas as one's own. This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources. This means that unacknowledged use of quotations or paraphrasing ideas from materials including but not limited to books, articles, the internet, or another student's work is plagiarism. |
| Principal Supervisor | 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. |
| 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) |
| Records | Mean AIB's written (both electronic and hardcopy), audio and video records which include without limitation, Staff Records, Student Records, Financial Records, Official Organisation Records, telephone recordings, marketing materials, articulation agreements, minutes of meetings and administrative records created in the conduct of the business of aib, 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 | <p>To be Research Active, staff must have a minimum of 3 output points* over three years from the following criteria:</p> <ol style="list-style-type: none"> 1. Publication outputs meeting the requirements of ERA Guidelines: <ul style="list-style-type: none"> • Authored Research Book (5 points); |

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| | <ul style="list-style-type: none"> • Chapter in Research Book (1 point); • Refereed Q1 Journal Article, regardless of author position (2 points); • Refereed Journal Article, regardless of author position (1 point); • Refereed Conference Papers (1 point); • Refereed Conference abstract or poster (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). <p>2. Research income meeting the HERDC requirements:</p> <ul style="list-style-type: none"> • HERDC eligible research income (1 point per \$10,000 to a maximum of 2 points) <p>3. Research training points:</p> <ul style="list-style-type: none"> • Supervised to successful completion, as a co-supervisor, a HDR student (1.5 point); • Supervised to successful completion, as principal supervisor, a HDR student (3 points). <p>4. Other research output(s) as approved by the Associate Dean, R&RHD and the Academic Dean.</p> <p>*Early Career Researchers (ECRs) – one point per year.</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 Australian Code for the Responsible Conduct of Research, 2018 (the 2018 Code). |
| 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. |
| Research Integrity | See Academic Integrity. |
| Research Misconduct | A serious breach of the Australian Code for the Responsible Conduct of Research which is also intentional or reckless or negligent. |
| 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. |
| 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 |

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| | 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. |
| 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) |
| Staff Records | mean AIB's employees' records and personnel files, including, but not limited to: <ul style="list-style-type: none"> • Files maintained by HR; • Curricula vitae; • Contracts of employment; • Transcripts of qualifications; • Employment declarations; and • Leave entitlements. |
| Student Records | mean AIB's records of its students, including, but not limited to: <ul style="list-style-type: none"> • Application documents; • Consents; • Interactions with AIB (written and audio); • Assessment items; and • Student information such as: <ul style="list-style-type: none"> - Student personal information, including sensitive information, as defined under the Privacy Act 1988 (Cth); - Course enrolments; - Fees paid; - Progression; - Assessment outcomes; - Completions; - Award of qualifications; and - Other courses undertaken. |
| Student Support | means the AIB student support department dependent upon student's study mode. Online coursework students should contact the Student Central department and Research students should contact the Research Administration Officer. |
| Subject | can be defined as a unit of study usually completed in one term as part of a course of study. |
| Supervisory Panel | The team responsible for providing supervision to a research higher degree candidate. The panel must include at least two Supervisors, with a minimum of one AIB staff member, one of whom will be the principal supervisor. Supervisory panels can also include experts from end-user advisors external to AIB, as appropriate for the research higher degree candidate's discipline and project. |
| Supervisors | means the principal and associate supervisors appointed to a Supervisory Panel. |

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| TEQSA | is an acronym for the Tertiary Education Quality and Standards Agency |
| Threshold Standards 2015 | Threshold Standards 2015 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) 2015</i> . |
| U | |
| Unspecified Credit | is credit granted towards elective components of a qualification or program of learning. (AQF, January 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 the Dean's Merit List and Valedictorian Award Policy and Procedure. |
| 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 | is an acronym for the Withdraw Fail grade |
| Whistleblower | means anyone who informs about potential Wrongdoing relating to an organisation. |
| WNF | is an acronym for the Withdraw Not Fail grade |
| 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. |