

## GLOSSARY

A	
<b>Academic Administration Manager</b>	The Academic Administration Manager or nominee
<b>Academic Dean</b>	The Academic Dean or nominee or delegate, as appropriate
<b>Academic Director</b>	The Academic Director or nominee or delegate, as appropriate
<b>Academic Integrity</b>	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> )
<b>Academic Misconduct</b>	Academic Misconduct at AIB is the breach of Academic Integrity principles and AIB’s Academic Integrity policy
<b>Administrative Date</b>	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
<b>Advanced Standing</b>	is a form of credit for any previous learning (AQF, January 2013)
<b>AIB</b>	stands for the Australian Institute of Business Pty Ltd
<b>AIB Representative(s)</b>	means AIB Staff, officers, agents, contractors, TC Facilitators, sessional and/or visiting academic staff, consultants engaged by AIB or other recognised affiliates of AIB
<b>AIB Staff</b>	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
<b>Associate Supervisor</b>	Means an HDR supervisor who may provide additional supervisory expertise, but whose role is essentially to learn supervision and to be mentored by the Principal Supervisor and Co-Supervisor.
<b>Assurance of Learning</b>	is the process which aims to ensure AIB students achieve the course learning outcomes and Graduate Qualities
<b>Australian Qualifications Framework or AQF</b>	is the national policy for regulated qualifications in the Australian education and training system
B	
<b>BBA</b>	means Bachelor of Business Administration
<b>Benchmarking</b>	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, 2016)
<b>Block Credit</b>	is credit granted towards whole stages or components of a program of learning leading to a qualification (AQF, January 2013)
<b>C</b>	
<b>Case Research</b>	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
<b>Census Date</b>	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.
<b>Chief Executive Officer (CEO)</b>	Means the Chief Executive Officer or nominee or delegate, as appropriate
<b>Chief Financial Officer (CFO)</b>	Means the Chief Financial Officer or nominee or delegate, as appropriate
<b>Co-Supervisor</b>	Means the HDR supervisor with responsibility for providing additional supervisory support for the student and additional expertise to the supervisory team, including being involved from the outset in the development of the student’s research plan, particularly for multi-disciplinary projects. The Co-Supervisor may have primary supervisory responsibility on a temporary basis when the Principal Supervisor is unavailable.
<b>CoE</b>	means the Confirmation of Enrolment form issued by an educational institution to a student pursuant to the ESOS Act
<b>Conflict of Interest</b>	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
<b>Course Registration Period</b>	the period which students are to complete the course by the date specified in the Letter of Offer.
<b>Credit</b>	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)
<b>Credit Arrangements</b>	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)
<b>Credit Outcomes</b>	are the results of a process of determining a student’s application for credit or credit transfer (AQF, January 2013)
<b>Credit Transfer</b>	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)
<b>CRICOS</b>	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

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<b>Critical Incident</b>	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.
<b>D</b>	
<b>DBA</b>	means the Doctor of Business Administration degree
<b>DET</b>	means the Department of Education and Training (DET)
<b>Department of Home Affairs</b>	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)
<b>DNS</b>	stands for the grade for ‘did not sit’ or ‘did not submit’ a final assessment item
<b>Domestic Student</b>	is defined in the Higher Education Provider Guidelines as a student who is either: <ul style="list-style-type: none"> <li>- an Australian citizen (including Australian citizens with dual citizenship), or</li> <li>- 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</li> <li>- a permanent humanitarian visa holder, or</li> <li>- a holder of a permanent visa other than a permanent humanitarian visa</li> </ul>
<b>E</b>	
<b>ESOS Act</b>	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
<b>ESOS Regulations</b>	means the Education Services for Overseas Students Regulations 2001
<b>F</b>	
<b>FHE students</b>	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
<b>Formal Learning</b>	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)
<b>G</b>	
<b>GPA</b>	stands for Grade Point Average
<b>Graduate Qualities</b>	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
<b>H</b>	

<b>Head of [Department]</b>	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
<b>Head of Discipline</b>	Means the Head of relevant discipline or nominee or delegate, as appropriate. For example Head of Discipline – Marketing or Head of Discipline (HRM).
<b>Higher Education Standards Framework (Threshold Standard) 2015</b>	Please see the definition for <b>Threshold Standards 2015</b> .
<b>Higher Degree</b>	means the following: <ul style="list-style-type: none"> <li>- Doctor of Philosophy;</li> <li>- Doctor of Business Administration; or</li> <li>- Master of Management</li> </ul>
<b>Higher Degree Candidates</b>	means any student formally enrolled in one of AIB’s Higher Degree programmes
<b>I</b>	
<b>Informal Learning</b>	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)
<b>Intellectual Property Rights</b>	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
<b>International Onshore Student</b>	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
<b>M</b>	
<b>MBA</b>	means the Master of Business Administration
<b>MC</b>	means the a Medical/Compassionate grade
<b>MMgt</b>	means the Master of Management degree
<b>MMgt (Research)</b>	means the Master of Management (Research) degree
<b>MMgt (WAL)</b>	means the Master of Management (Work Applied Learning) degree
<b>Mixed Methods Research (MMR)</b>	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)

<b>Moderation of Assessment</b>	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.
<b>Moral Rights</b>	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.
<b>N</b>	
<b>NFHE overseas students</b>	are non FEE Help eligible students who are located outside Australia
<b>NFHE students</b>	are non FEE Help eligible students who are located in Australia
<b>Non-formal Learning</b>	refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. (AQF, January 2013)
<b>O</b>	
<b>OES</b>	is the online enrolment system ( <a href="https://e-study.aib.edu.au/students/index.php">https://e-study.aib.edu.au/students/index.php</a> ) which Teaching Centre students use to enrol in subjects
<b>P</b>	
<b>PhD</b>	means the Doctor of Philosophy degree
<b>PRISMS</b>	means the Provider Registration and International Students Management System pursuant to the ESOS Act
<b>Principal Supervisor</b>	Means the HDR supervisor with primary supervisory responsibility for the HDR student, who is responsible for maintaining effective communication with the student and with other supervisors.
<b>Publications Disclaimer</b>	means the form required to be completed for any work published, a copy of which can be obtained by staff via the AIB intranet
<b>R</b>	
<b>Recognition of prior learning (RPL)</b>	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)
<b>Reflective Practice</b>	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
<b>Research</b>	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.

<b>Research Active</b>	
<b>Research Code</b>	the Australian Code for the Responsible Conduct of Research, 2018 (the 2018 Code)
<b>Research Degree</b>	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
<b>Research Misconduct</b>	A serious breach of the Australian Code for the Responsible Conduct of Research which is also intentional or reckless or negligent.
<b>Researcher</b>	Person (or persons) who conducts, or assists with the conduct of, research
<b>S</b>	
<b>Scholarly activity</b>	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
<b>Scholarship</b>	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.
<b>Special Circumstances</b>	has the meaning as ascribed in the Student Review Procedures for Re-crediting a FEE HELP Balance and Refund of Fees policy
<b>Specified Credit</b>	is credit granted towards particular or specific components of a qualification or program of learning. (AQF, January 2013)
<b>Student Support</b>	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
<b>Supervisors</b>	Means the Principal Supervisor and Co-Supervisor and any Associated Supervisors collectively.
<b>T</b>	
<b>TC Facilitators</b>	means the academic staff who facilitate AIB courses at the Teaching Centres
<b>Teaching Centre (TC)</b>	means an academic institution in an offshore location which has contracted with AIB to provide selected courses at their campus
<b>TEQSA</b>	stands for the Tertiary Education Quality and Standards Agency
<b>Threshold Standards 2015</b>	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> .
<b>U</b>	
<b>Unspecified Credit</b>	is credit granted towards elective components of a qualification or program of learning. (AQF, January 2013)
<b>W</b>	
<b>Work-Applied Learning</b>	means a systematic process that integrates individual learning, team

<b>(WAL)</b>	learning and organisational learning to achieve organisational change and the creation of organisational knowledge
<b>Work Based Learning (WBL)</b>	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
<b>WF</b>	stands for the Withdraw Fail grade
<b>WNF</b>	stands for the Withdraw Not Fail grade