

# Glossary of Terms

## Purpose

1. The purpose of the Glossary of Terms is to provide a consolidated reference point for core definitions used across all GHE governance documentation.

## Scope

2. These definitions apply to all GHE governance documentation including but not limited to its policy, procedure, terms of reference, frameworks, plans and guidelines.

## Principles

3. GHE is committed to consistency, clarity and brevity across all governance documentation. The aim is to facilitate a common understanding and consistency of the application of key terms by staff and students.
4. Definitions will wherever possible be consistent with standard government and sector definitions.

## Definitions

TERM	DEFINITION
3C STUDENT WELLBEING AND SUPPORT MODEL	the GHE-developed model to guide the development, delivery and review of the following frameworks and processes: engagement and support; early intervention in relation to students at academic risk; student behavioural misconduct; critical incidents; and student complaints and grievances
ACADEMIC BOARD	the peak academic governing body of IIBIT AHE as established by the Board of Directors
ACADEMIC FREEDOM	<ol style="list-style-type: none"> <li>a) the freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research</li> <li>b) the freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled</li> <li>c) the freedom of academic staff to participate in professional or representative academic bodies</li> <li>d) the freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research</li> <li>e) the freedom of students to participate in student societies and associations</li> </ol>
ACADEMIC INNOVATION	an idea or initiative that intended to improve the quality of academic delivery, courses and support leading to an improvement in student satisfaction and outcomes, increases

course sustainability and/or reduces the organisational academic risk profile

ACADEMIC INTEGRITY	<p>involves using, generating and communicating information in an ethical, honest and responsible manner which includes the trustworthiness of research due to the soundness of its methods and the honesty and accuracy of its presentation. It thus precludes deliberate acts of cheating, plagiarism, falsification, fabrication, misrepresentation or deception in the pursuit of academic work</p> <p>see also ACADEMIC MISCONDUCT</p>
ACADEMIC MATTERS	<p>the issues related to teaching and learning within GHE including but not limited to the academic rules for admission, course and assessment design, internal course approvals, graduate outcomes, academic quality assurance including course review, fostering academic scholarship, requirements for progression and completion, assessment, academic integrity, processes for student support and intervention, and recommendations to the Board of Directors in relation to the conferral of awards and graduation</p>
ACADEMIC MISCONDUCT	<p>academic misconduct or research misconduct generally refers to a breach of academic integrity. Cheating, plagiarism, and fabrication or falsification of data are examples of such breaches</p> <p>see also ACADEMIC INTEGRITY</p>
ACADEMIC RECORD	<p>a formal document issued to students and graduates on request at any time during candidature or after graduation, that details the student's/graduate's entire GHE enrolments and results</p>
ACADEMIC RISK	<p>the risk of any decline in academic integrity, academic outcomes, academic accountability and quality, and risk to academic operations</p>
ACCREDITATION	<p>the formal status of a course to be offered by a Higher Education Provider as approved by TEQSA under the TEQSA Act</p> <p>see also PROFESSIONAL ACCREDITATION</p>
ADMINISTRATIVE METADATA	<p>data that provides information to help manage a resource, such as when and how it was created, file type and other technical information, and who can access it</p>
AEGROTAT	<p>an award conferred to a student although the student has not completed all of the requirements of the award due to suffering an incapacitating illness or injury that prevented further study, required no more than one further year of full-time study or equivalent to complete to satisfy the requirements for graduation, and was likely to have successfully completed the requirements for graduation</p>
AGENT	<p>person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers.</p>

AGENT AGREEMENT	the agreement between GHE and the Agent including the Schedules  see also AGENT
APPELLANT	the student lodging a formal appeal
APPLICANT	a person who has lodged an application for a place in an GHE course of study
APPROVE	means the Board/Committee is asked to vote and agree to an item/report/action as the approving body (as delegated)
AQF	the Australian Qualifications Framework
ASCED	the Australian standard for classification of education. ASCED is comprised of two component classifications, Level of Education and Field of Education. It provides a basis for comparable administrative and statistical data on educational activities and attainment classified by level and field
ASSURING QUALITY	ensuring that GHE practice is implemented in a consistent manner that complies with relevant policy, procedure and guidelines
AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT -AHEGS	a Commonwealth-directed standard document issued to graduates that lists the descriptions of GHE, the Award, its AQF level, and the units of study for the whole of the graduate's candidature at GHE until graduation for that award
AUTHORISED OFFICER	generally the officer with the delegated authority in a policy procedure or other document
AWARD	a degree, diploma or certificate, or other qualification, which is approved by the Academic Board, and is conferred upon completion of the relevant course requirements  see also COURSE
BENCHMARKING	a structured, collaborative learning process for comparing practices, processes or performance outcomes
BOARD OF DIRECTORS	the IIBIT AHE Board of Directors which is governing body of GHE and is ultimately accountable for the overall quality of its higher education operations
BOARD OF EXAMINERS	the internal group of staff who officially consider assessment outcomes and final grades
BUSINESS CONTINUITY	the uninterrupted availability of all key resources supporting essential business functions
BUSINESS CONTINUITY PLAN	activities and procedures designed to return the organisation to an acceptable condition following interrupted availability of key resources supporting essential business functions
BUSINESS IMPACT ANALYSIS	the systematic process to determine and evaluate the potential effects of an interruption to key resources supporting essential business functions
CAMPUS	a designated teaching location of GHE
CAPSTONE	any unit teaching, assessing and providing feedback on a graduate attribute of a course, that consolidates learning from

	across the course, and evaluates the level of student achievement towards achieving the course learning outcomes.
CASUAL	employment which is short-term in nature and allows flexibility to vary hours or modify the employment and includes sessional employment. Casual staff are engaged on an hourly basis (minimum hours will vary according to the applicable industrial agreement) to work on an irregular basis and are used to cover leave absences, provide assistance for additional or seasonal work, or in special project type work.
CENSUS DATE	the day on which a student becomes liable for fees for a unit, corresponding to the date. The date is prescribed in accordance with the Higher Education Support Act 2003 and must be at least 20 per cent of the way between the unit commencement and completion dates and will be published on the website for each Teaching Period  see also WITHDRAWAL WITHOUT ACADEMIC PENALTY DATE
CEO	the Chief Executive Officer of GHE
CERTIFICATION	formal documentation, issued by GHE, to recognise that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs
CHAIR	a person appointed to each board or committee of GHE with the responsibility for approving the agenda, meeting papers and minutes and presiding over the meeting to ensure that participants are following the conventions of the meeting
COE	Confirmation of Enrolment  see also eCOE
COMMITTEE	any committee established by the Board of Directors in accordance with the Constitution or Terms of Reference
COMPASSIONATE AND COMPELLING CIRCUMSTANCES	those circumstances that are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to: <ul style="list-style-type: none"> <li>a) serious illness or injury, where a medical certificate states that the student was unable to attend classes;</li> <li>b) bereavement of close family members such as parents or grandparents;</li> <li>c) major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or</li> <li>d) a traumatic experience that could include involvement in or witnessing of a serious accident; witnessing or being the victim of a serious crime when this has impacted on the student. (note these cases should be supported by police or psychologists' reports);</li> <li>e) GHE being unable to offer a pre-requisite unit;</li> <li>f) inability to begin studying on the course commencement date due to delay in receiving a student visa.</li> </ul>

COMPLAINANT	any person who makes a complaint under any of GHE’s policies, including the Student Complaints, Grievances and Appeals Policy and the Student Conduct and Non-Academic Misconduct Policy and related procedures
COMPLAINT	any formal expression of dissatisfaction with an aspect of GHE service, care or information to students which can be resolved through informal negotiation and active communication see also GRIEVANCE
COMPLIANCE	demonstrated clear adherence to the required regulatory requirements and GHE policy and procedure
CONFIDENTIAL INFORMATION (OF THE GHE)	<p>includes but is not limited to information regarding GHE as a provider of higher education, such as:</p> <p>students and associated student data, lists and agreements, student information and other personal information; academic courses and components of academic courses; business and marketing methods and strategies; budgets, costings, financial affairs and accounting methods; Intellectual Property/trade secrets and commercially valuable information; manuals, procedures, academic and training materials, and computer programming information; records of commercial discussions or dealings in relation to possible or actual arrangements with third parties; legal advice; staff information held under privacy principles, records of commercial discussions or dealings in relation to possible or actual arrangements with third parties; legal advice; staff information held under privacy principles, records of disciplinary proceedings against individual staff members; research and development;</p> <p>or any information that could reasonably be assumed to amount to commercial-in-confidence or confidential information and</p> <p>also means Institute information considered confidential where the Institute reasonably believes that: if the information were disclosed it would be in some way detrimental to GHE, or advantageous to others; the information is confidential, secret and not in the public domain; in light of the use by, or practice of, higher education providers, the information would be regarded as worthy of protection</p> <p>see also PERSONAL INFORMATION, SENSITIVE INFORMATION</p>
CONFLICT OF INTEREST	<p>a situation in which a staff member is in a position to derive personal benefit from actions or decisions made in their official capacity or acts, or appears to act, on behalf another person and not in the best interest of the GHE. A conflict of interest exists whether it is:</p> <ol style="list-style-type: none"> <li>a) actual – it currently exists;</li> <li>b) potential – it may arise, given the circumstances;</li> <li>c) perceived – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the performance of their duties to the University, now or in the future.</li> </ol>
COPYRIGHT	the exclusive right of the copyright owner to publish, copy, adapt, communicate, broadcast, rent, or perform material

	contained in literary, dramatic, musical, artistic works, computer software, sound recordings, films, and broadcasts (or adaptations of those works), and other uses and materials defined in the Copyright Act 1968 (Cth)
CORE UNIT	units which are compulsory for GHE course completion
CORPORATE DATA	facts such as text, numbers, graphics, images, sound or video captured as an outcome GHE's day-to-day operation. It can include, but is not restricted to: staff data, student data, financial data, facilities data, curriculum data, etc.
CORRUPT CONDUCT	the improper use of influence or position and/or improper use of information or other improper omissions of a similar nature to gain an advantage or economic benefit
COURSE	a program of study leading to a qualification see also AWARD
CREDIT	the value allocated, expressed in the form of a specified number of credit points, towards a GHE course of study, granted on the basis of previous, successfully completed formal studies or informal learning  see also CREDIT POINT, SPECIFIED CREDIT, UNSPECIFIED CREDIT, RECOGNITION OF PRIOR LEARNING
CREDIT POINT	the numerical value attached to each GHE unit see also UNIT
CRICOS	the Commonwealth Register of Institutions and Qualifications for Overseas Students (CRICOS), an Australian government register that lists all Australian education providers offering qualifications to people studying in Australia on student visas and the qualifications offered
CRITICAL INCIDENT	a major incident or series of events that have the potential to severely damage GHE's people, operations, environment, its long-term prospects and/or its reputation
DATA ADMINISTRATOR	the person responsible for the administration of the data and monitoring of the quality of data capture
DATA STEWARD	the person responsible for the accuracy and integrity, of data
DELEGATE	the body, staff member or officer to whom or to which a delegation of authority has been made under the <i>Delegations of Authority Policy and Schedule</i> and as articulated in Schedule 1 thereof
DELEGATION OF AUTHORITY	is the conferral of authority to another body or person to carry out specific tasks, activities and make specific decisions as specified. A body or a person cannot delegate the inherent accountability for the outcome of the delegated work.
DESCRIPTIVE METADATA	the description of a resource for purposes such as discovery and identification. It can include elements such as title, abstract, author, and keywords
DESIGNATED STAFF	to be any GHE staff member who is either a witness to, or first to be informed about an actual or potential critical incident

DIRECTORS	the members that comprise the Board of Directors as set out in the Board of Directors Terms of Reference
DISCRETIONARY EXTENSION	an extension awarded to a student for the submission of an assessment item where no special circumstances apply
DISRUPTIVE BEHAVIOUR	behaviour which disrupts or obstructs the campus educational process, administrative process, or other campus function
EARLY INTERVENTION	the process of identifying students at risk of not meeting standard student progression requirements and the support provided to maximise their chance of success
eCOE	an electronic Confirmation of Enrolment see also COE
EDUCATION PURPOSES	the preparation, teaching or administration of an GHE course of study
ELECTIVE UNIT	a non-core unit in an GHE course which may be selected by a student see also CORE UNIT
ELICOS	English Language Intensive Courses for Overseas Students
EMPOWERED OFFICER	the company's officer responsible for coordinating the investigation of allegations of fraud and corrupt conduct, keeping the governance board informed. The Empowered Officer will be the Financial Manager in consultation with the CEO. If the Financial Manager is alleged to have conducted the offence, the Empowered Officer will be the Chair of the Board of Directors.
ENDORSE	the Board of Directors is asked to vote on and agree to an item/report/action approved by a Committee (as delegated)
ENHANCING QUALITY	ensuring that continuous improvement of internal planning, policy, procedure and practice are informed by outputs from the quality cycle
EX OFFICIO	a member of a board or committee who is a staff member of GHE and who does so by virtue of the office they hold e.g. CEO
EXAMINATION	a test scheduled within an official examination period which serves as the final evaluation of student performance in a course
EXCLUSION	exclusion from GHE for a minimum period of one year, after which period the student must reapply for admission if they are seeking re-enrolment
EXIT POINT	a point at which a student may graduate with a lesser qualification than that for which they originally enrolled after completion of part of the total course requirements
EXPULSION	permanent exclusion from GHE as a student
EXTERNAL COMMUNICATION	all forms of engagement with students and stakeholders external to GHE such as print advertising, leaflets and brochures, forms, websites, banner advertising, posters, handbooks, corporate display material, letters, formal emails, media releases and media

EXTERNAL MEMBER	a member of a board or committee who is not a staff member or shareholder
EXTERNAL REFERENCING	a comparable assessment of courses, units, assessment, grading, policy and student achievement standards against comparable reference points external to GHE
FINANCIAL RISK	potential financial loss to GHE
FIT AND PROPER PERSON	compliance by board or committee members with TEQSA Fit and Proper Persons requirements
FORMATIVE ASSESSMENT	assessment tasks that do not contribute to the final grade of the student, that are designed to evaluate student comprehension, learning needs and academic progress during a particular lesson or unit.  See also SUMMATIVE ASSESSMENT
FRAUD	the deliberate deception to secure unfair or unlawful gain by electronic or other means; abuse of company resources or time
FULL TIME LOAD	the number of credit points required to be undertaken each semester for the GHE student to be deemed to be enrolled on a full-time basis
GENUINE TEMPORARY ENTRANT	an applicant who satisfies the genuine temporary entrant criterion for Student visa applications as determined by the Department of Home Affairs
GLOBAL HIGHER EDUCATION - GHE	a trading name of IIBIT AHE Pty Ltd (ACN 636 305 881) a company limited by shares registered in New South Wales under the Corporations Act 2001  see also IIBIT AHE, ITP
GRADE	the final letter conversion of the aggregate mark attained by a student undertaking a unit
GRADE POINT AVERAGE -GPA	a simple numerical index which summarises a student's academic performance in a course in a single study period or over the duration of the student's enrolment in the course. The GPA is recorded on a student's Statement of Academic Record/Transcript and Notification of Assessment. The GPA is calculated as:  $\text{Sum of (Grade Point x Credit Points) / Sum of (Credit Points)}$
GRADUAND	a student who has met the requirements for an GHE award completion, but is yet to have the award conferred
GRADUATE ATTRIBUTES	the overarching framework nested in the values of the organisation, with a focus on the discipline, knowledge, communication skills, problem solving and analytical competence that students should develop during their period of study with GHE
GRIEVANCE	a matter to be investigated according to formal processes. This includes complaints which are not able to be resolved through informal processes or mediation, and matters relating to allegations of misconduct where disciplinary action against a student or staff member may be an outcome of the



investigation.

See also COMPLAINT

HEP	a Higher Education Provider registered with TEQSA
HESF	the current version of the Higher Education Standards Framework administered by TEQSA
HOST EMPLOYER	the organisation or business which will host the student in the workplace
IELTS Academic	International English Language Testing System, IELTS Academic test is for people applying for higher education or professional registration in an English-speaking environment
IIBIT AHE Pty Ltd	wholly owned subsidiary of Infotech Professionals Pty Ltd (ITP) (ABN 64 085 266 771), established for the sole purpose of delivering higher education courses  see also GHE, ITP
INDUSTRY	the bodies that have a stake in the services provided by IIBIT. These can include, but are not limited to: a) enterprise/industry clients, e.g. employers; b) group training organisations; c) industry organisations; d) industry regulators; e) industry skills councils or similar bodies; f) industry training advisory bodies; and g) unions.
INFOTECH PROFESSIONALS PTY LTD - ITP	InfoTech Professionals Pty Ltd which is the 100% shareholder of IIBIT AHE Pty Ltd trading as Global Higher Education  see also GHE, IIBIT AHE
INHERENT REQUIREMENTS	the non-academic essential requirements of courses (such as the ability to use computing skills is fundamental to accounting studies)
INHERENT RISK	level of risk before controls have been enacted to manage the risk
INTELLECTUAL PROPERTY	confidential information or any rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields, including but not limited to rights under the <i>Patents Act 1990</i> , <i>Copyright Act 1968</i> , <i>Design Act 2003</i> , <i>Trade Marks Act 1995</i> , <i>Plant Variety Rights Act 1987</i> , <i>Circuit Layouts Act 1989</i> and rights under any convention to which Australia is a party and under the common law
INTERNAL BENCHMARKS	an internally-set measurable standard against which to monitor and review quality outcomes. Internal benchmarks may involve external reference points
INTERNATIONAL STUDENT	a non-resident of Australia or New Zealand studying at GHE in Australia on a student visa or another type of visa  see also STUDENT

LEARNING MANAGEMENT SYSTEM	the software application for the administration, documentation, tracking, reporting and delivery of GHE courses
LEARNING OUTCOME	the statement of goals to be achieved at the completion of a particular task, assignment, unit or course as defined by the knowledge or skills a student should have acquired
LEARNING RESOURCE	the facilities, learning technologies, texts and library services available to teaching staff to supplement and enhance curriculum delivery and assessment
LEAVE OF ABSENCE	a formal agreement between GHE and an individual student for leave from a specific course, for a defined period of time
MAJOR AMENDMENT	a change to an GHE course which includes one or more of the following: <ul style="list-style-type: none"> <li>a) change of delivery mode;</li> <li>b) change of admission requirements;</li> <li>c) addition of new units;</li> <li>d) withdrawal of unit;</li> <li>e) significant restructure and/or change in content within a unit;</li> <li>f) change of assessment type or weighting with units;</li> <li>g) change of learning outcomes;</li> <li>h) change in student workload; and/or</li> <li>i) change to accreditation status (if professionally accredited).</li> </ul>
MAJOR APPEALS	appeals against decisions which have the potential to impact on the ongoing enrolment of the appellant or decisions which have been sustainably reviewed as part of the procedure determined by the authority document
MANAGING QUALITY	ensuring that GHE's corporate and academic inputs and outputs meet internal and industry benchmarks and comply with all external legislative, regulatory and where applicable, professional accreditation requirements, prior to implementation
MASTER DATA	data about GHE that provide context for business transactions
MEDIA	all print, radio, television and electronic media including the internet and allied distribution channels
METADATA	data that provides information about other data. GHE references three distinct types of metadata: descriptive metadata, structural metadata, and administrative metadata
MINOR APPEALS	appeals against decisions have the potential to impact on the appellant's enrolment, progression, completion time or minor administrative matters
MINOR CHANGE	a change to an GHE course which includes one or more of the following: <ul style="list-style-type: none"> <li>a) change to course title;</li> <li>b) change of prescribed and recommended readings for units and/or;</li> <li>c) modification of prerequisites and co-requisites for individual units.</li> </ul>

MISMANAGEMENT	a substantial mismanagement of resources, or management practices that involve substantial risk to public health or safety or to the environment, or conduct that is not line with the GHE's values, policies and procedures.
MONITORING	the short-term (weekly, monthly, semester, up to annual) process undertaken by internals for the internal purpose of formative actions which may involve tracking outcomes against internally-set benchmarks to enable adjustments to be made to academic and operational processes and systems on a regular basis  see also REVIEW
MOOC	Massive Open Online Course
MORAL RIGHTS	the personal rights conferred by Part IX of the <i>Copyright Act 1968 (Cth)</i> in relation to literacy, dramatic, musical or artistic works and cinematograph films
NATIONAL CODE	National Code of Practice for Providers of Education and Training to Overseas Students 2018
NON-ACADEMIC MISCONDUCT	student behaviour whether a deliberate abrogation of a responsibility, by being complicit in or aiding another in misconduct or by omission to act which impinges on the ability of other students, academic and professional staff, members of the governance boards and committees, mentors, and guests on campus to learn and work free from physical or verbal abuse, intimidation and harassment
NOTE	the Board/Committee is asked to read and acknowledge an item/report provided to them for information with no action recommended
OFFER	the invitation to enrol after a successful application for admission
OPERATIONAL RISK	the risk of loss resulting from inadequate or failed internal processes, people and systems, or from external events. As such, operational risk captures business continuity plans, environmental risk, crisis management, process systems and operations risk, people related risks and health and safety, and information technology risks
PEARSON PTE	Pearson Test of English
PEER REVIEW	the process for checking the work performed by one's equals (peers) to ensure it meets specific criteria. Within a higher education context this may refer to course and/or unit content, structure, scaffolding, assessment and learning outcomes
PERSON	the person occupying a particular position within the GHE
PERSONAL INFORMATION	data where a person's identity is apparent, or can reasonably be ascertained it does not include information about an individual: a) who has been dead for more than 30 years; b) that is contained in a publicly available publication; c) de-identified information.  see also CONFIDENTIAL INFORMATION, SENSITIVE

	<b>INFORMATION</b>
<b>POLICY</b>	a high-level principles-based document that guides GHE's strategic intent or approach in relation to a particular unit or theme
<b>POLICY ADMINISTRATOR</b>	an employee of GHE appointed by the Chief Executive Officer to guide the development of policy and procedure and, in most instances, direct its ongoing management and review
<b>POSTGRADUATE</b>	a GHE course for which completion of an undergraduate degree is the normal entry requirement, it may also refer to a student enrolled on such courses  see also UNDERGRADUATE, COURSE
<b>POSTHUMOUS AWARD</b>	an award conferred to a student who has died prior to completing all of the requirements of the award, did not have more than one year of full-time study or equivalent to complete to satisfy the requirements for graduation, and was likely to have successfully completed the requirements for graduation OR died following completion of their award but before conferral.
<b>PRIMA FACIE</b>	at first sight, based on what seems to be the truth when first seen or heard
<b>PRISMS</b>	the Provider Registration and International Student Management System
<b>PROCEDURE</b>	an action-based document that translates principle-based policies into action by outlining who within GHE undertakes specific actions, in what timeframe to guide the day-to-day operations of GHE
<b>PROFESSIONAL ACCREDITATION</b>	the formal status of a course as approved by a professional body to meet agreed standards  see also ACCREDITATION
<b>PROPORTIONATE RISK</b>	a decision based on a risk assessment of both consequence and likelihood of negative impact
<b>PROSPECTIVE APPLICANT</b>	a person who is may be considering an application for admission to a GHE course
<b>PROSPECTIVE STUDENT</b>	a person who is considering attending GHE but has not yet officially enrolled
<b>PROVIDER-INITIATED DISCONTINUANCE</b>	where the Board of Directors approves a decision that a course of study will no longer be offered
<b>QUALITATIVE DATA</b>	non-numerical, categorical data that be arranged or coded into categories
<b>QUALITY AUDIT</b>	an internal review, including external benchmarking, that assess the effectiveness of the GHE's business processes, evaluate the adequacy of policy and procedure as risk controls against relevant regulatory requirements, and examine the level of operational compliance with GHE policies and procedures. Internal audits highlight process gaps and opportunities for improvement through recommendations to senior management to improve IIBITEG's internal controls, operational compliance

	and risk management processes
QUALITY CYCLE	GHE's process of PLAN-ACT-EVALUATE-IMPROVE
QUANTITATIVE DATA	data that can be counted (discrete data) or measured (continuous data)
QUESTIONABLE BEHAVIOUR	behaviour which is out of the ordinary and raises concern
QUORUM	the minimum number of members of a board or committee required to be present in order for the meeting to proceed
RECOGNITION OF PRIOR LEARNING - RPL	the outcome of the assessment of a student's prior formal and/or informal learning which may lead to the granting of credit towards their destination course  see also CREDIT
RECORDS	documents that provide objective evidence of activities performed, events occurred, decisions made, results achieved, or statements made in relation to individual students, cohorts of students, or corporate business and governance activities. Records include but are not limited to legal contracts and agreements, electronic communication, letters, forms, teaching materials including content delivered via the Learning Management System, memos, drawings, letters, podcasts, videos, photographs and transcripts of verbal communication
REFUNDS	the monies repaid to a student from fees and charges collected
RELATED SUBSIDIARY DOCUMENTS	documents which support the implementation of procedures
RELEVANT SENIOR MANAGER	the following roles comprising the senior management team and their area of responsibility: a) CEO b) Academic Director c) Operations Director
REPURPOSING	redevelopment of space for another purpose and or functional use
RESEARCH	creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge
RESIDUAL RISK	the modification of the risk after internal controls have been implemented and monitored
RESPONDENT	a person about whom an allegation has been made, for example in the Student Behavioural Misconduct Procedure or the Student Sexual Assault and Sexual Harassment Procedure
REVIEW	the longer-term process (often 3-5 years) undertaken mainly by externals, for internal and external purposes of summative and formative evaluation and action. This may involve the evaluation or appraisal of a course, unit, policy, process, system or organisational unit, based largely on time-series quantitative data and qualitative feedback that provides a 'snapshot' of its quality, effectiveness and sustainability

	see also MONITORING
RISK	the exposure to occurrences that will have an impact, either positive or negative, on GHE's organisational objectives. Risk arises out of uncertainty and has two elements: a) the frequency/likelihood of something happening; and b) the severity/impact of the consequences arising from the event.
RISK MANAGEMENT	the culture and processes for the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating risk
RUBRIC	the set of criteria and standards against which an assessment task is evaluated
SCHOLARSHIP /SCHOLARLY ACTIVITY	academic inquiry and application that may or may not involve formal research
SECRETARY	a person appointed to a board or committee of GHE with responsibility for correspondence, preparation of meeting papers, taking and writing minutes of meetings, and related affairs of the board or committee
SENIOR MANAGER	the senior manager in an area of activity, usually the Academic Director, Operations Director, CEO
SENSITIVE INFORMATION	ethnic or racial origin, political opinion, religious or philosophical beliefs, trade union membership or sexual activities as defined in the <i>Privacy and Personal Information Protection Act</i>  see CONFIDENTIAL INFORMATION, PERSONAL INFORMATION
SEXUAL ASSAULT	an act in which a person intentionally sexually touches another person without that person's consent or coerces or physically forces a person to engage in a sexual act against their will
SEXUAL HARASSMENT	unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be considered to be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile environment for other individuals can also be unlawful. Examples of sexual harassment include: a) physical contact such as pinching, touching, grabbing, kissing or hugging; b) staring or leering at a person or at parts of their body; c) sexual jokes or comments; d) requests for sexual favours; e) persistent requests to go out, where they are refused; f) sexually explicit conversations; g) displays of offensive material such as posters, screen savers, internet material etc;

- h) accessing or downloading sexually explicit material from the internet;
- i) suggestive comments about a person's body or appearance;
- j) sending rude or offensive emails, attachments or text messages.

SOCIAL MEDIA	any online technology that enables people to publish, converse and share content online. This includes user-created video, audio, text or multimedia that are published and shared in a social environment, such as a blog, podcast, forum, wiki, or video hosting site.
SPACE	all real property, base building systems and equipment owned and/or leased by GHE a designated teaching location of GHE
SPACE MANAGEMENT	all activity associated with the allocation, designation and utilisation of space, including booking and maintenance
SPECIAL ASSESSMENT or SPECIAL EXAMINATION	an assessment item or examination completed by a student following special consideration of extenuating circumstances
SPECIFIED CREDIT	credit given in the form of individual named GHE units against a student's record  see also CREDIT, UNSPECIFIED CREDIT
SPEECH	all forms of expression including oral speech and written, artistic, musical and performance works and activity and communication using social media
STAFF	employees of GHE employed under the relevant employment award
STAKEHOLDERS	a person, group of people, or an organisation that can affect or be affected by GHE's strategy, policies or procedures
STANDING SURVEY	an internal survey of students for the purposes of unit or course monitoring as outlined in the Quality Assurance Policy
STRATEGIC COURSE PROFILE	the totality of courses offered by GHE with reference to the award, its mode and delivery location
STRUCTURAL METADATA	the data that describes the internal structure or representation of a data asset
STUDENT	an admitted or enrolled student of GHE a) admitted student means a student who has been admitted to an GHE course of study and who is entitled to enrol in a unit of study; and b) enrolled student means a student who has been admitted to an GHE course of study who is enrolled in a unit at GHE
SUMMATIVE ASSESSMENT	assessment designed to assess the attainment of course and/or unit level learning outcomes  see also FORMATIVE ASSESSMENT
SUPERVISOR	the person who directs a staff member and to whom that staff member reports
SURVEY	a process of collecting information from or about students or alumni using methods such as interviews, focus groups, electronic or paper questionnaires. Ad-hoc informal in-class

	surveys are excluded from this definition.
SURVEY INITIATOR	the person(s) seeking approval to deploy a student survey
TEACHING MATERIALS	the materials in any form prepared for the teaching of an award course that is offered or intended to be offered by the GHE. They include lectures notes, material, assessment materials, images, web content, etc.
TEACH-OUT	a situation where no new students can be enrolled in a course of study, and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed course at no disadvantage to the student
TEACH-OUT PLAN	a plan that is formulated and implemented when the decision is made to discontinue a course
TEQSA	the Tertiary Education Quality and Standards Agency
TEQSA-INITIATED DISCONTINUANCE	where GHE is no longer able to deliver a course of study due to a decision by TEQSA relating to the registration of GHE or the accreditation of a course of study
TERMS OF REFERENCE	a document defining the objective, scope, deliverables, roles and responsibilities and schedule of boards and committees
TESTAMUR	a legal document issued to graduates by the authority of the Board of Directors under the GHE seal
THREATENING BEHAVIOUR	behaviour which elicits a response in which a person or persons feel that their safety is in question. This includes a threat to others or self
TOEFL iBT	Test of English as a Foreign Language (conducted online)
TRANSITION	where currently enrolled students are assisted in the transfer to a course of study at another mutually agreed higher education provider that is considered equivalent in provider standing, course learning outcomes and student experience
TRANSITION REGISTER	a record of any formal reciprocal arrangements that GHE has with other providers for transition of students
TUITION FEES	fees paid or instruction and teaching of an approved unit
UNDERGRADUATE	an accredited post-secondary course at the level of Bachelor Degree, Associate Degree, Advanced Diploma or Diploma; it may also refer to a student enrolled on such courses  See also POSTGRADUATE, COURSE
UNIT	that each GHE course of study comprises a number of units which may be core/compulsory or elective. Each unit comprises a discrete set of objectives, content, methods and assessment which jointly ensure that course objectives and learning outcomes are met. Each unit consists of individual topics of study, unique to each unit.  see also CORE UNIT, ELECTIVE UNIT, COURSE
UNITS (ORGANISATIONAL)	administrative groups including faculties, departments, administrative units, and non-departmental units



UNLAWFUL DISCRIMINATION	in the context of merit selection, a person is treated less favourably on the actual or assumed personal characteristics as defined under Commonwealth and State laws: sex, gender identity, marital status, pregnancy, breastfeeding, status as a parent or carer, sexual orientation, lawful sexual activity, race, disability, age, industrial activity, physical features, religious beliefs or activities, political beliefs or activities, criminal record, medical record or personal association with a person who has, or is assumed to have, one of these personal characteristics. This concept Includes Direct and Indirect Discrimination. Unlawful discrimination can also occur when a condition or requirement is imposed which someone with an attribute cannot meet and the condition or requirement is unreasonable in the circumstances.
UNSPECIFIED CREDIT	credit given in the form of credit points only, not relating to individual units  see also CREDIT, SPECIFIED CREDIT
VICTIMISATION	any unfavourable treatment, or threats of unfavourable treatment against a person as a result of their actual or intended involvement in a complaint under any legislation or related procedures
WITHDRAWAL WITHOUT ACADEMIC PENALTY DATE	the date by which a student must withdraw from a unit of study to not receive an academic penalty (Fail Grade). This date will be published on the website for each Teaching Period and will be midnight on Monday of Week 5.  see also CENSUS DATE
WORK-INTEGRATED LEARNING	an opportunity for students to engage in professional practice as part of their course which may include but is not limited to: structured work placement or practicum, work experience, fieldwork, applied research or assessment processes, mentorships, structured guest lecturer courses, and/or computer simulated learning
WORK-INTEGRATED LEARNING PLACEMENT	where students engage in a work-integrated learning experience away from the GHE campus and under the immediate supervision of the host organisation
WORKPLACE HEALTH AND SAFETY	the <i>Work Health and Safety Act 2012 (SA)</i> , <i>Work Health and Safety Act 2011 (NSW)</i> , <i>Work Health and Safety Regulation 2017 (NSW)</i> and established workplace safety standards

## Associated information

<b>Related Internal Documents</b>	All GHE governance instruments including policy, procedure, plans, forms, guidelines, schedules etc
<b>Related Legislation, Standards and Codes</b>	<i>Copyright Act 1968</i> <i>Design Act 2003</i> <i>Trade Marks Act 1995</i> <i>Plant Variety Rights Act 1987</i> <i>Circuit Layouts Act 1989</i> <i>Patents Act 1990</i> <i>Tertiary Education Quality and Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Higher Education Support Act 2003</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Work Health and Safety Act 2012 (SA)</i> <i>Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2017 (NSW)</i>
<b>Date Approved</b>	25 September 2020
<b>Date of Effect</b>	25 September 2020
<b>Date of Review</b>	June 2026
<b>Approval Authority</b>	Board of Directors
<b>Policy Custodian</b>	Governance Officer
<b>PinPoint DocID</b>	2862

## Change history

<b>Version Control</b>	Version 1.4	
<b>Change Summary</b>	18-Aug-20	V1.0 Draft considered by Academic Board (AB) 14 September 2020 and recommended to the Board of Directors (BoD) for approval
	16-Sept-20	V1.1 revised draft approved by BoD 25-Sept-20
	29-Sept-21	V1.2 revised definition of CENSUS DATE and WITHDRAWAL WITHOUT ACADEMIC PENALTY DATE following AB 17-Dec-20 and minor updates for HESF2021
	27-Jan-23	V1.3 revised definition of ACADEMIC INTEGRITY and ACADEMIC MISCONDUCT approved by CEO
	5-Oct-23	V1.4 administrative updates following TEQSA registration

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