

## Glossary for Rules, By-Laws, Policies, Procedures and Guidelines

The purpose of this glossary is to harmonise the use of keywords and phrases across University Rules, By-Laws, policies, procedures and guidelines (“**Governance Document**”), to ensure consistency of use and to enhance readability.

This glossary of terms may be amended by the Director, Strategic Governance and Services Centre (or their nominee).

### Interpreting a Governance Document

Unless the contrary intention appears in the relevant Governance Document, when interpreting a Governance Document, the following applies:

1. the word “*including*” is not used as a word of limitation and means “including but not limited to”;
2. a definition within a Governance Document will prevail over a defined term in this glossary, to the extent of any inconsistency;
3. any terms which are not defined in the relevant Governance Document or this glossary, but are defined in University Statute No.1 - Interpretation, will have the meaning given to them in that Statute;
4. the singular includes the plural and vice versa; and
5. a reference to a gender includes all genders.

### Defined Terms

Where a defined term in this glossary is used within a Governance Document, it should be capitalised.

Defined Term	Definition
Academic Admission Band	One or more requirements that an applicant must meet in order to gain admission into a Course. Each Course is assigned an Academic Admission Band appropriate for that Course.
Academic Board	The board established by section 18 of the Edith Cowan University Act 1984.
Academic Breach	An act of minor and unintentional Plagiarism, as determined by the Designated Officer(s) in accordance with the University’s Academic Misconduct Procedures, committed by a New to ECU Student.
Academic Integrity Module	An online module providing education and information on academic integrity and referencing/citation requirements.
Academic Misconduct	Any conduct by a Student in relation to academic work that is dishonest or unfair, including: <ol style="list-style-type: none"> <li>a) Bribery or Coercion;</li> <li>b) Cheating in Examinations;</li> <li>c) Contract Cheating;</li> <li>d) Fabrication and/or Falsification;</li> <li>e) Failure to meet required research standards;</li> <li>f) Plagiarism; and</li> <li>g) Unauthorised Collaboration</li> </ol> (which terms are defined in the <u>Academic Misconduct Rules (Students)</u> ), but does not include conduct which constitutes an Academic Breach.
Academic Penalty Date	The final day a Student can withdraw from a Unit without an academic penalty being officially recorded for that Unit.

Defined Term	Definition
Academic Progression Plan	A document outlining proactive actions that the University and a Student will take, to assist a Student achieve a satisfactory level of academic progress.
Academic Progression Status	A Student's level of academic progress as ratified by the Assessment and Progression Committee.
Assessment and Progression Committee	The relevant committee established within each School or Teaching Area to review assessment integrity, approve results, and ratify Academic Progression Statuses (may also be referred to as the Board of Examiners).
Assessment Task	A process or task to determine a Student's achievement of identified learning outcomes, which may include written or oral work, demonstration or performance.
Assessment Type	The format or genre of an Assessment Task.
Associate Dean	An Associate Dean (Discipline), Associate Dean (Research) or an Associate Dean (Teaching and Learning), as the context requires.
Associate Dean (Discipline) <sup>1</sup>	A member of a School Executive who reports to the Executive Dean, responsible for leading a cluster of Staff within one or more academic disciplines (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.
Associate Dean (Research)	A member of a School Executive who reports to the Executive Dean, responsible for research and research training within the School (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.
Associate Dean (Teaching and Learning)	A member of a School Executive who reports to the Executive Dean, responsible for curriculum, teaching, learning and the Student experience of these within the School (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.
ATAR	Australian Tertiary Admission Rank.
<u>Australian Qualifications Framework (AQF)</u>	The national policy for regulated qualifications in the Australian education and training system.
Award	A qualification conferred by the University recognised under the <u>Australian Qualifications Framework</u> .
Award Course	A Course leading to an Award.
Benchmarked Standards	Standards that have been confirmed through external referencing to assure the quality and validity of Assessment Tasks and grading.
Candidate	A Student of the University who is enrolled in a Higher Degree By Research at the University.
Candidature	The period of enrolment in Higher Degree By Research, including any periods of Provisional Candidature.
CAPS	Curriculum Approval and Publication System – a central repository for curriculum related processes.
Central Examination	A centrally-coordinated Examination, administered by Student Administration on behalf of a School or Teaching Area.

<sup>1</sup> The Discipline nomenclature used will be appropriate to the cluster of disciplines that the role leads within the Academic Unit.

Defined Term	Definition
Combined Course	A Course leading to a single combined Award or designed to meet the requirements of more than one Award, based on the concurrent study of two Courses of the same Course type (i.e. two bachelor degrees), otherwise known as a 'Double Degree'.
Conceded Pass	A Unit grade that may be awarded by the Assessment and Progression Committee in accordance with the Assessment, Examination and Moderation Procedures.
Confirmation of Candidature	A major milestone confirming a Candidate's preparedness to move from Provisional Candidature to the research component of their Course.
Conflict of Interest	A conflict of interest as described in the University's Conflicts of Interest Policy, including a Conflict of Interest (Actual), Potential Conflict of Interest, or a Perceived Conflict of Interest (as those terms are defined in the <a href="#">Conflicts of Interest Policy</a> ).
Course	A program of study approved for delivery.
Course Coordinator	An academic staff member responsible for the coordination of a Course, or a person acting in that position.
Course Learning Outcome	An outline of what students will be expected to know and be able to do upon successful completion of their Course.
Coursework Award	An Award that is not a Higher Degree By Research Award.
Coursework Unit	A Unit which is not a Thesis Unit.
Credit	The number of Credit Points or Units of Competency gained or granted towards completion of a Course.
Credit Point	A measure used to identify the Credit achieved through the successful completion of a Unit.
Dean, Graduate Research School	The person holding the position of Dean, Graduate Research School at the University (or substantially equivalent role), or a person acting in that position, or their nominee.
Deferred Examination	An Examination approved to be undertaken in lieu of a scheduled Central Examination or School Examination.
Designated Unit	A Unit, which is a fundamental Course requirement, determined with Academic Board approval to be a Designated Unit.
Director, Strategic and Governance Services Centre	The person holding the position of Director, Strategic and Governance Services Centre at the University (or substantially equivalent role), or a person acting in that position, or their nominee.
Director, Student Administration	The person holding the position of Director, Student Administration at the University (or substantially equivalent role), or a person acting in that position, or their nominee.
Director, Student Life	The person holding the position of Director, Student Life at the University (or substantially equivalent role), or a person acting in that position, or their nominee.
Doctoral Degree	An Award Course described as such in the <a href="#">Australian Qualifications Framework Level 10</a> .
Double Major	The requisite Units required to complete two Majors in a single Course.
EFTSL	Equivalent Full-time Study Load.

Defined Term	Definition
Elective Unit	An unspecified Unit of study that, subject to the requirements of the Course, a Student may choose to undertake for Credit (determined according to the Student's enrolled Course structure).
Enabling Course	A Course which enables a person to undertake an Award Course. Enabling Courses do not include an Award Course or any course that the Minister determines is not an enabling course under the <u>Higher Education Support Act</u> .
English Language Band	One or more English language requirements that an applicant must meet in order to gain admission into a Course. Each Course is assigned an English Language Band appropriate for that Course.
Examination	An invigilated form of assessment where a Student is required to undertake specific Assessment Tasks within a specified period of time, and where the location and access to external assistance is regulated (excludes a thesis examination but may include a Central Examination, School Examination, or both as the context requires).

Defined Term	Definition
Exceptional Circumstances	<p>Verifiable unexpected and/or exceptional personal or medical circumstances beyond the Student's control which:</p> <ol style="list-style-type: none"> <li>have had a substantially detrimental effect on a Student's ability to participate in or study for an Assessment Task; and</li> <li>the Student did not have a reasonable opportunity to prepare for in advance of the relevant Teaching Period.</li> </ol> <p>The following, depending on the context, may constitute Exceptional Circumstances:</p> <ul style="list-style-type: none"> <li>an onset, or acute flare-up, of a medical or psychological condition, illness, or trauma;</li> <li>the death of, or an onset or acute flare-up of, a medical or psychological condition, illness, or trauma affecting, a close family member or friend;</li> <li>recent separation or divorce from a de facto partner or spouse;</li> <li>acute personal hardship or trauma, including being a victim of crime, sudden loss of income or employment resulting in severe disruption to domestic or study arrangements, or motor vehicle incidents preventing attendance;</li> <li>military deployment, emergency service or jury duty commitments;</li> <li>representation at a national or international level (inclusive of those who are participating in the University's <u>Elite Athlete Program</u>);</li> <li>representation in significant cultural events (other than events such as weddings, birthday parties, bar mitzvahs, christenings, etc.); or</li> <li>compulsory employment-related intrastate, interstate or overseas travel.</li> </ul> <p>The following typically will not be considered as constituting Exceptional Circumstances:</p> <ul style="list-style-type: none"> <li>routine employment;</li> <li>lack of knowledge of the requirements of academic work;</li> <li>difficulties with English language;</li> <li>recreational or family travel;</li> <li>moving house;</li> <li>events such as weddings, birthday parties, bar mitzvahs, christenings, etc.;</li> <li>misreading information in relation to an Assessment Task, such as submission or Examination dates;</li> <li>normal stress or anxiety associated with examinations or coursework; or</li> <li>a matter which is already suitably addressed as part of a Student's Learning and Assessment Plan.</li> </ul>
Executive Dean	<p>An executive leader of a School appointed by the Vice-Chancellor (or a substantially equivalent role within a School or Teaching Area, including the Director, Western Australian Academy of Performing Arts (WAAPA), the Dean, South West Campus, the Head, Kurongkurl Katitjin, or the Director, Centre for Learning and Teaching), or a person acting in that position, or their nominee.</p>

Defined Term	Definition
Expel	To cancel a Student's enrolment in a Course at the University and to preclude that Student from re-enrolling at the University.
Experienced Student	Any Student who does not meet the definition of a New to ECU Student.
Financial Penalty Date	The final day a Student can withdraw from a Unit without incurring a financial liability for that Unit.
Formative Assessment	An activity which generates feedback for Students and Staff on achievement in relation to Learning Outcomes, but does not contribute to a final grade in a Unit or Course.
General Misconduct Appeals Committee	The committee established pursuant to the General Misconduct Rules (Students) to determine appeals relating to findings of General Misconduct.
GMAC Executive Officer	A Staff member appointed by the Director, Strategic and Governance Services Centre, to assist the General Misconduct Appeals Committee.
Grade	A standard of academic performance, as per the University's grading schema.
Higher Degree by Research	A Masters Degree (Research) or Doctoral Degree.
Inherent Requirements	Essential abilities, knowledge, skills and behaviours required to achieve the learning outcomes of the Course or Unit, ensuring the University's learning, assessment and professional accreditation requirements are preserved.
International Student	A Student who is not an Australian citizen, a permanent resident of Australia or a New Zealand citizen, and who holds a student visa for the purpose of studying at the University.
Intermit	The status applied to a Student who has applied for and received approval to defer studying a Course for a specified period. "Intermitted" and "Intermission" will have a corresponding meaning.
Invigilator	Any person employed by or acting on behalf of the University to attend Examinations or supervise Students who are undertaking Examinations conducted by or on behalf of the University (including where Examinations are conducted by other educational institutions or agencies).
Learning and Assessment Plan	A written plan, designed to assist a Student to achieve their Unit and Course Learning Outcomes, which outlines the type and level of support, variation to assessment, or other adjustments, that the University will provide to a Student in relation to a verifiable physical or psychological disability, injury or condition (which may be permanent, temporary or episodic in nature) to themselves or to an immediate family member (or equivalent) or person in their direct care.
Learning Outcome	An outline of what students will be expected to know and be able to do upon successful completion of a Unit or Course (as the context requires).
Major	A Unit Set comprising related Units determined as a Major by the Academic Board in accordance with the University's Curriculum Design Procedure and any professional accreditation requirements.
Manager, Learning Support	A member of the Centre for Learning and Teaching who reports to the Deputy Vice-Chancellor (Education), and who is responsible for the oversight and management of learning and teaching support to Staff and Students (or a substantially equivalent role), or a person acting in that position.
Mandatory Assessment Task	An Assessment Task that must be passed in order to pass a Coursework Unit.

Defined Term	Definition
Masters Degree (Research)	An Award Course described as such in the <u>Australian Qualifications Framework Level 9</u> .
Microcredential	A certification of learning in a given subject area or capability, approved by a School or Teaching Area, which may be additional, alternate or complementary or standalone to, or a component of, a Course.
Minor	A Unit Set comprising related Units determined as a Minor by the Academic Board in accordance with the University's Curriculum Design Procedure and any professional accreditation requirements.
Moderation	Quality assurance and control processes and activities (such as peer review), that aim to assure consistency or comparability, appropriateness, and fairness of assessment judgments, and the validity and reliability of Assessment Tasks, criteria and standards.
Modified Assessment Task	A modified form of Assessment Task or alternative Assessment Type created to provide an equal opportunity to a Student who has a Learning And Assessment Plan or who has Exceptional Circumstances, as described in the Assessment, Examination and Moderation Procedures.
New to ECU Student	A Student enrolled in a Course who, at the time of the alleged Academic Breach or Academic Misconduct: <ul style="list-style-type: none"> <li>• has been enrolled for two or less teaching periods at the University, in either a part-time or full-time capacity; and</li> <li>• has not previously been found to have committed an act of Academic Breach or Academic Misconduct at the University; and</li> <li>• is not enrolled in a Higher Degree by Research, or one-year Bachelor Honours Degree.</li> </ul>
Non-Award Course	A Course which does not lead to an Award.
OESS	Online Examination Submission System.
Pathway	The pathway through which an applicant gains entry to the University.
Postgraduate Award	A postgraduate Award described as such in the <u>Australian Qualifications Framework</u> .
Postgraduate Course	A postgraduate Course described as such in the <u>Australian Qualifications Framework</u> .
Prescribed Process	The method or process, including any online method or process, prescribed and published by the University from time to time, by which an action is permitted be taken.
Principal Supervisor	The supervisor who takes the lead in terms of overall accountability for an Honours Student's or Candidate's research progress in a Bachelor Honours Degree or Higher Degree By Research.
Progress Contract	A written agreement entered into by a Candidate and their Principal Supervisor identifying agreed milestones and achievement dates.
Progression Period	A period of study determined by the Director, Student Administration, under the <u>Admission, Enrolment and Academic Progress Rules</u> , at the end of which a Student's Academic Progression Status will be reviewed and determined.
Provisional Candidature	The period of enrolment of a Candidate up to Confirmation of Candidature being granted by the University.

Defined Term	Definition
Results Publication Date	The date on which the final grades for all Units taught in a Teaching Period will be released.
RTO	Registered Training Organisation.
SAC Executive Officer	A staff member appointed by the Director, Strategic and Governance Services Centre appointed in accordance with the Admission, Enrolment and Academic Progress Rules to assist the Student Appeals Committee.
School	An academic organisational unit of the University, including the Western Australian Academy of Performing Arts (WAAPA), but not including the Graduate Research School, South West Campus, Kurongkurl Katitjin, the Centre for Learning and Teaching, or other Teaching Areas.
Short Course	A short educational program approved by a School or Teaching Area for delivery to participants.
School Examination	An Examination conducted by a School or Teaching Area (commonly referred to as a test or mid-semester exam).
School Executive	Members of Staff defined within the University's <u>Academic Leadership Roles Policy</u> as holding School Executive Leadership Roles.
School Leaver	An applicant seeking entry to the University who is either a current year 12 student at secondary school or is completing the equivalent of 12 years of schooling through an RTO or TAFE.
Specialisation	A Unit Set that provides a coherent and rigorous enquiry in a single discipline or interdisciplinary area of study, determined as a Specialisation by the Academic Board in accordance with the University's Curriculum Design Procedure and any professional accreditation requirements.
Staff	Any person employed or engaged by the University, including adjunct or honorary lecturers, and employees of third party organisations teaching or delivering services in partnership with the University.
Statement of Academic Record	An official University transcript that contains the essential academic data pertaining to a particular Student.
Student	A person who meets one or more of the following criteria: <ol style="list-style-type: none"> <li>a person enrolled in a Course, Unit or Unit of Competency at the University (including where a Student has deferred or intermitted their studies);</li> <li>a person eligible for an Award, where that person's work is being or has been assessed, but on whom the Award has not been conferred; or</li> <li>a person or category of persons that Council has designated as a Student.</li> </ol>
Student Academic Integrity Coordinator	A Staff member responsible for overseeing and facilitating investigations into allegations of Academic Breach and Academic Misconduct (or a substantially equivalent role), or a person acting in that position, or their nominee.
Student Appeals Committee	The committee established pursuant to the <u>Admission, Enrolment and Academic Progression Rules</u> to determine Student appeals.
Student Management System	The University's management system that supports all aspects of Student lifecycle management, including admission, enrolment, fees, assessment, progression and graduation.
Study Week	The week immediately prior to a Central Examination period which is designated as a "study week" in the University academic calendar from time to time.



Defined Term	Definition
Suspended	The Academic Progression Status applied to Students which precludes a VET Student from enrolling in Units towards a Course for a period ratified by an Assessment and Progression Committee.
TAFE	Technical and Further Education.
Teaching Area	An area within the University, other than a School, which has ownership of, or responsibility for delivery or teaching of a Course or Unit, including the Graduate Research School, South West Campus, Kurongkurl Katitjin and the Centre for Learning and Teaching.
Teaching Period	The period of time within which a Unit is scheduled to be undertaken and formally assessed.
Teaching Staff	Any person involved in the preparation and teaching of any Course or Unit, including adjunct or honorary lecturers, and employees of third party organisations delivering teaching services in partnership with the University.
Testamur	A formal parchment issued for a designated Award under <u>Statute 26</u> .
Thesis	Material submitted or to be submitted by a Student for assessment in respect of a research component of a Thesis Unit.
Thesis Examiner	Any person appointed by the University to examine a Thesis.
Thesis Unit	A Unit in a Bachelor Honours Degree or Higher Degree By Research designated as such for the purposes of enrolment.
Unit	A Unit of study or Unit of Competency delivered by or on behalf of the University (and for Academic Progression Status purposes, includes a previous version of a same or comparable Unit).
Unit Coordinator	An academic member of Staff responsible for the coordination of a Unit, or a person acting in that position.
Unit of Competency	The specification of the standards of performance required in the workplace as defined in a VET training package.
University Integrity Management System	Any electronic software or record keeping package used by the University from time to time to internally manage its integrity procedures.
Unit Learning Outcome	An outline of what students will be expected to know and be able to do upon successful completion of the Unit.
Unit Set	A group of Units which a Student must complete in order to fulfil part of the requirements of a Course.
University Community	All Staff and Students of the University, together with the University's placement hosts, business partners, third party providers, clients, guests and visitors.
VET	Vocational Education and Training.
Work Integrated Learning (WIL)	Organised strategies and practices that integrate theoretical learning with directly related workplace experience in activities that a Student may be required to undertake to complete their Course.