
GLOSSARY

The following terms apply to the regulations and academic policy of the University.

Academic transcript - an official statement of a student's academic record in a course.

Australian Tertiary Admissions Rank (ATAR) – a number that is calculated for HSC school leavers which is used to rank and select school leavers for admission into tertiary institutions (undergraduate courses).

Admission - the result of acceptance of an offer of a place in a course by an applicant and payment of the prescribed fee.

Additional Assessment – a form of assessment that may be offered to a student who marginally fails a subject and which, if completed at the prescribed standard, will result in the student passing the subject. Students may be offered additional assessment or an additional examination. (The offer of additional assessment is subject to the approval of a Faculty).

Additional Examination – a form of additional assessment offered to a student which involves the sitting of a formal examination. (The original examination papers, if not published elsewhere in subject materials, may not be used for an additional examination).

Advisory Committees – CSU schools/faculties set up committees to advise formal course reviews and faculty management concerning directions for and quality of academic programs.

Articulated course - a component course within an articulated set of courses.

Articulated set of courses - a set of courses which are nested, meaning that all subjects (core or elective) comprising the courses earlier in the articulated sequence are included in each successive course within the set, such that earlier courses within the sequence comprise the first component of the next course in the set.

An articulated set of courses includes:

- a diploma course which incorporates a university certificate course; or
- a bachelor degree course which incorporates a university certificate and/or an associate degree, or a diploma, or an associate diploma course, or another bachelor degree course; or
- a graduate diploma course which incorporates a graduate certificate course; or
- a master degree course which incorporates a graduate diploma and/or graduate certificate course; or
- a professional doctorate course which incorporates a master degree course.

Articulated set of courses with multiple entry points - an articulated set of courses in which the student may be admitted to any course in the set depending on the student's academic qualifications at the time of application for admission to the University.

Articulated set of courses with a single entry point - an articulated set of courses with a single entry point in which the student is admitted to the highest level or longest duration course in the set on the understanding that the student may exit with a lower level or shorter duration award. The lower level or shorter duration course is then termed an **exit point only course** in the set.

Assessment - the process of ascribing value to the outcome of any work that a student undertakes whilst engaged in a course of studies.

Assessment Standards - statements describing the level or quality of student performance of criteria, in an assessment task.

Assessment tasks – include, but are not limited to: essays, tests, examinations, laboratory, clinical or field practicum, projects, compilations, productions, presentations, performances, web-based discussion.

Association Membership – university graduates may join professional associations. In some cases industry recognises association membership rather than registration via a regulatory authority as the accepted or expected recognition of the standard and capabilities of the graduates.

Audit student - a fee paying student enrolled in, but not assessed in a subject.

Award - an award is conferred by the University upon completion of an award course, and represents a particular set of learning outcomes and objectives, at a level described by the title of the award (Bachelor, Graduate Certificate, Master etc.). Awards are based on and comply with those described in the Australian Qualifications Framework (AQF).

Award course

An award course is:

- (a) an approved sequence of subjects (usually structured as components, such as core subjects, elective sequences (i.e., specialisations, majors, minors and/or (for the Bachelor of Business and Bachelor of Accounting) joint studies), restricted electives and/or unrestricted electives); or
- (b) an approved sequence of subjects, usually structured as in a) above but also including industrial, practical or clinical experience, and/or co-operative study arrangements, and/or an investigation of an approved topic the results of which are presented in a dissertation or project; or
- (c) an approved program of research, the results of which are presented in a thesis or other examinable work;

leading to an award.

Award program - a program of study comprising an award course (or, as in the case of integrated programs or double degree programs, two award courses) and leading to an award (or two awards). The award course may be a CSU course, a course jointly offered by CSU with another university or equivalent award-conferring educational institution (and accredited by both) or, where there are two award courses, a CSU course and a course offered by another award-conferring educational institution (e.g. TAFE), or two CSU courses (for double degree programs).

CASIMS - CASIMS is an acronym for “Course and Subject Information Management System”. All course and subject approvals are carried out via CASIMS and the relevant approving bodies authorised by the Academic Senate. CASIMS also provides point-in-time profile information for all subjects and courses offered by the University.

Cohort – refers to all students correctly enrolled in a unit of study.

Commencing student - a student who has enrolled for the first time in a particular course.

Compulsory subject – a subject which is compulsory in a specific grouping within an elective sequence (ie: specialisations, majors, minors or Bachelor of Business Studies and Bachelor of Accounting joint studies).

Continuing student - a student is a continuing student in a course if the student has been permitted to re-enrol and has met enrolment requirements in that course.

Cooperative program - an award program comprising a CSU course, in which another body contributes significant intellectual content to that course and may also deliver all or part of the course. The role of that body may be indicated on the testamur, in accordance with Senate policy.

Corequisite – Academic Senate discontinued the use of corequisites in September 2009.

Core subject - a core subject is one which is compulsory for all students enrolled in a course. This term does not apply to a requirement for students to choose one of two subjects (this is classified as a type of restricted elective) or to subjects which are compulsory subjects in a specific grouping within an elective sequence (i.e., specialisations, majors, minors or Bachelor of Business and Bachelor of Accounting joint studies). These subjects should be described as compulsory subjects within the relevant specialisation (or major, minors or Bachelor of Business and Bachelor of Accounting joint studies).

Course (see Award course)

Course coordinator - a member of the academic staff of a Faculty appointed by the Dean, who is responsible to the Dean or if appointed the Sub-Dean, for academic administration matters relating to students enrolled in a course on a particular campus or in a particular mode.

Course director – a member of the academic staff of the Faculty who is responsible to the Dean for the strategic leadership and academic management of a complex course or group of courses. The specific accountabilities of this position are located at <http://www.csu.edu.au/adminman/hum/institutionalLeadershipPolicy.doc> .

Course Regulation – external requirements for the government regulation of a course, most notably the Australian Qualifications Framework (AQF) and the national governance protocols.

Coursework professional doctorate - A coursework professional doctoral program is a program:

- a) leading to the award *Doctor of [professional area]*; and
- b) comprising coursework, and a research component which is at least one-third but less than two-thirds of the content of the program, the results of which shall be published in a dissertation or other examinable work.

Credit - a subject in which a student is not required to enrol thereby reducing the number of subjects needed to complete the course.

Credit points - see "Points".

Criteria - specific performance attributes or characteristics that the assessor takes into account when making a judgment about the student response to the different elements of the assessment task.

Criterion referencing – the assessment of the extent to which a student achieved the stated learning outcomes of a subject. This assessment is carried out against previously specified benchmarks ('criteria'). Where a grade is assigned, it is assigned on the basis of the standard the student has achieved on each of the criteria. It provides a focus for teaching and learning and specifies for the lecturer and student what is required from the assessment task. In criterion referenced assessment, judgments about the quality of students' performance are made by reference to predetermined criteria and standards and not by reference to the achievement of other students. Criterion referenced assessment differs from norm-referenced assessment in which grades are determined by reference to other students' performance with only a certain percentage of students able to attain each grade. At CSU, assessment is not norm-referenced.

Cross enrolment student - a student of another tertiary institution enrolled and assessed in a subject(s) to be credited to an award of that institution.

CSU award - an award conferred solely by the University for a course which is accredited by the University. Where another body has an involvement in the course, the role of that other body may be indicated on the testamur, in accordance with Senate policy.

CSU course - a course which is accredited by the University and the award for which is conferred solely by the University. Another body may have an involvement in the course concerning content and/or delivery.

CSU program - an award program comprising a CSU course for which the University is the sole body which provides the course content and teaches the course.

Dean - the member of academic staff responsible for the management of a Faculty.

Dean of Faculty - see "Dean".

Dean of the teaching Faculty - the Dean of the Faculty responsible for the academic content and teaching of a subject or the Dean of the Faculty responsible for supervising a candidate for a higher degree.

Director, Student Administration - the member of the University's staff responsible for student administration.

Distance education student - a student enrolled in all subjects in a session by distance education. The student may be enrolled in a normal full-time or part-time subject load.

Distance education study mode - students study off campus using University study materials and are not required to attend regular lectures, tutorials, seminars, laboratory or practical classes but residential schools or other specific attendances may be prescribed.

Double degree – There are two types (Type 1 and Type 2).

A Type 1 double degree program is a program which combines all of the components of two separate bachelor degree courses (each referred to in this context as a constituent course) into a single program such that the overall duration of the program is shorter than the sum of the constituent courses whilst still meeting all of the requirements of each of those constituent courses.

Students completing a Type 1 double degree program graduate with a separate award for each of the constituent courses in the double degree program.

A Type 2 double degree is a degree leading to only one award, but which meets the requirements of two separate degree areas. Students completing this type of double degree receive a single testamur i.e. only one award, with a double nomenclature e.g. Bachelor of Sports Science/Bachelor of Teaching.

Educational profile - the Educational Profile is a rolling triennial plan negotiated annually with the relevant Federal Government Department by the Vice-Chancellor.

Elective sequence - this is a collective term for the following types of course component: specialisation, major or minor. A key characteristic of such sequences is that more than one set of subjects is identified and students select one of those sets to undertake as a component of the course. A joint study is also a type of elective sequence, and is offered only in the Bachelor of Business and the Bachelor of Accounting courses.

Enrolment - the process whereby a student is allocated a place in one or more subjects each session. It includes the payment of appropriate fees, completion of required documents and the signing of an agreement to abide by the By-law, regulations and rules of the University.

Examination - a formal assessment conducted at a prescribed time by the University, not being a test or other form of assessment conducted by a subject co-ordinator or other member of the teaching staff.

Exclusion –

- (a) pursuant to Academic Progress Regulations - an enrolment status by which a student is not permitted to enrol in a course of the University for a specified period of time.
- (b) pursuant to the Student Academic Misconduct Policy - an enrolment status by which a student is not permitted to enrol in the University for a specified period of time, but may re-apply for admission after that period.

Exemption - this term is not used at Charles Sturt University. See "Subject Substitution" or "Credit".

Exit Point and Exit Point Only Courses - an exit point course is a course 'nested' within another course, and which students may graduate from before completion of the course to which admission was made. The exit point award is an independent award requiring full approval as a course.

Where admission is not permitted into an exit point course, that course is deemed to be an *exit point only* course. Exit point only courses do not require separate course approval, although they must meet all of the requirements of an independent award.

External Course/Program Accreditation – review of academic programs by external quality agencies (established by regulatory authorities such as registration boards or accreditation councils) against established criteria. Courses gain accreditation status (at varying levels for varying terms) according to the judgement of these agencies about how well the program meets these criteria. e.g. The Australian Psychology Accreditation Council (APAC) sets the standards for accreditation of Australian psychology programs.

Field of research - an area of research identified within the Australian Research Council's "Field of Research" Classification.

Formative assessment - a single assessment task is formative when it provides feedback to students on how their work can be improved. In this way, the intent is to help students to monitor and reflect on their learning progress and determine where improvements can be made.

Unrestricted elective – an unrestricted elective is a subject that may be chosen from virtually any subject on offer across the University provided prerequisites, enrolment restrictions and any other Faculty requirements have been met.

Full-time student - a student enrolled in Autumn or Spring session subjects which amount to 75% or more of the normal full-time study load for a session.

Grades - a record of the level of assessment in subjects completed at the University.

Graduation - conferral of an award by the University.

Head of School - the member of academic staff responsible for the management of a school.

Head of the teaching School - the Head of the School responsible for the academic content and teaching of a subject, or the Head of the School responsible for supervising a candidate for a higher degree.

HECS - the Higher Education Contribution Scheme.

Higher degree - an award at Master or Doctoral level.

Integrated program - An award program in which CSU and another award-conferring educational institution each contribute part of the content of the program from their own award course. Successful completion of the integrated program enables both of those awards to be conferred, each by the owning institution with its own testamur, on the basis that the course requirements of both award courses are met in the integrated program. Students enrol concurrently in both award courses to undertake the integrated program.

Internal Course Accreditation – universities are self-accrediting and can accredit their own programs. They are responsible for their own quality assurance. Accreditation of new courses is via the Academic Senate, and normally involves consultation with relevant industry or professional bodies, and accreditation or professional recognition by these bodies. Courses are usually reviewed for internal, University re-accreditation every 5 years.

Internal student - a student enrolled in all subjects in a session in the internal mode. An internal student is normally required to attend scheduled tuition during a session.

Internal study mode - students attend on-campus classes during session (or trimester) at the University.

Joint award - An award which is conferred by the University jointly with another university or equivalent award-conferring educational institution.

Joint badging - This term is not officially used in CSU terminology. See **Joint award** and **Joint program**, for a program which is accredited by Charles Sturt University and another university or equivalent degree-conferring educational institution and jointly awarded, **Licensed program** and **Cooperative program** for a program in which there is involvement by another body but which leads to a CSU award, and **Integrated program** for a program in which both CSU and another award-conferring educational institution contribute from their own award program and which leads to both of those awards.

Joint program - An award program leading to a joint award in which the University and another university or equivalent award-conferring educational institution each contribute part of the content of a single course which is accredited by both bodies.

Joint study - an approved sequence of subjects in a discipline, comprising 40 points. Joint studies are offered only in the Bachelor of Business and Bachelor of Accounting courses and are included in the nomenclature of the award.

Key subject – a key subject is identified by a Faculty and is a subject in which repeated failure by a student indicates that the student is unlikely to master the skills or knowledge necessary to successfully complete the course. A student must pass each key subject in their course at no more than two attempts.

Leave of absence - permission to not enrol in a particular session.

Licensed program - an award program comprising a CSU course, in which the delivery of the course is through another body. The role of that body may be indicated on the testamur, in accordance with Senate policy.

Major - component of an undergraduate course comprising an approved sequence of subjects of eight standard subjects or more.

Minor - an approved sequence of between four and seven standard subjects.

Mixed-mode student - a student enrolled in a session in at least one subject in the distance education mode and at least one subject in the internal mode.

Moderation - the process of reviewing and checking the marking and grading of individual assessors to achieve consistency in the application of unit objectives, performance standards and marking criteria.

Nested courses – see **Articulated set of courses**.

Normal full-time subject load – enrolment in four standard subjects per session.

Normal part-time subject load – enrolment in two standard subjects per session.

Norm referencing - awarding marks and grades by reference to the performance of other students in the cohort, according to a prescribed distribution of grades.

Official current course profile – that record of a course which contains a description of all those elements of a course necessary to provide an accurate picture of the course in its current format.

Paired subject - paired subjects are those which have substantially the same content, but differ in their teaching, delivery and/or administration in some way. For example an undergraduate subject may be paired with a postgraduate subject, with the same content but with a higher level of assessment in the postgraduate offering of the subject. Or subjects offered to students undertaking a transition program may be paired with existing subjects, but with modifications to teaching, support and assessment.

Part-time student - a student enrolled in Autumn or Spring session subjects which amount to less than 75% of the normal full-time study load for a session.

Points - points is the numerical value assigned to a subject which, when related to the total subject points for the course, is a measure of the size of the subject's contribution to the content of the course.

Postgraduate/graduate award - an award at graduate certificate, graduate diploma, master or doctoral level.

Postgraduate specialisation - a postgraduate specialisation is that component of a postgraduate course which prepares students for employment in a particular profession or vocational area or builds on knowledge in a specific professional or vocational area. It consists of an approved sequence of four or more standard subjects. A specialisation is included in the nomenclature of the award.

Prerequisite - a set of conditions that must be met by a student before enrolment in a particular subject is permitted. From 2011, prerequisites as a formal bar to enrolment are used only where there is a risk to students or the public which cannot be managed in any other way. For example, prerequisites would be appropriate for practicum or clinical practice subjects.

Presiding invigilator - a person appointed by the University to supervise the conduct of examinations on behalf of the University in accordance with the procedures determined by the University.

Primary Language of Study – the language of study in a course. Not all aspects of delivery are required to be in that language. Where an offering of a CSU course has a language other than English as its primary language of study, it is required that the assessment (both student completion/submission of tasks and assessment of those tasks) shall be in the primary language of study.

Principal dates - The annual calendar of academic events approved by the Academic Senate.

Profession/Industry Recognition - review of academic programs by industry partners and/or professional associations leading to formal and informal recognition of the status, quality, content etc of the program.

Professional doctorate – see either *Coursework professional doctorate* or *Research professional doctorate*.

Registration – university graduates of various professional groups can be registered to practise in their profession by virtue of completion of a specific academic program. In some cases graduates are required to complete additional requirements e.g. examinations, mandatory continuing education e.g. nurses registration.

Reasonable adjustment refers to a measure or action taken to assist a student with a disability to participate in studies on the same basis as other students without a disability. An adjustment is reasonable if it does this, while taking into account the student's barriers to study and balances the interests of all parties affected, including those of the student with the disability, the education provider, staff and other students. (Disability Standards for Education 2005).

Research professional doctorate - A research professional doctoral program is a program:

- a) leading to the award *Doctor of [professional area]*; and
- b) comprising coursework, and a research component which is two-thirds or more of the content of the program, the results of which shall be published in a thesis or portfolio (as specified).

Restricted elective - a restricted elective is a subject that must be chosen from a specified group of subjects, from a specified discipline area or from a specified range of discipline areas. NOTE: where a set of subjects (of four standard subjects or more) is required to be chosen from one discipline area selected from a range of specified discipline areas, this would be termed a minor, major or specialisation, as appropriate.

Session - a prescribed teaching and assessment period. There are three (3) sessions in an academic year for domestic programs and three (3) terms in an academic year for international programs.

Shared course – a course leading to a single award, which is developed collaboratively between and owned by two or more Faculties. Each of the Faculties contributes to the development, delivery and ongoing review of the course.

Shell course - a course in which a number of parameters have been set for the course structure but in which the course content is not specified to the extent of prescribing individual subjects. A shell course may contain specialisations and/or be a constituent course in a double degree program.

Single Subject Study - a fee paying student enrolled and assessed in a subject(s) but not proceeding to an award (formerly known as Associate Student).

Standard subject – a particular amount of study which the University has defined as the standard in a 'subject'. Subjects may vary from the standard, and the standard is also specified in terms of points (see also **Points**). Currently (2006) a standard subject is an 8 point subject completed in one session. This will change to 6 points completed in one session with the review of CSU course architecture.

Standards are statements describing the level of the quality of student performance in relation to the stated criteria in an assessment task. In standards-based assessment, specific criteria are established and standards (which are specified levels of the qualities of performance) are developed for those criteria for each assessment task. A student's achievement (and marks awarded) can then be assessed by reference to their standards of performance in various aspects of the assessment task. In this way, comparisons can be made between students based on their achievement of the standards. To achieve this, staff will need to identify and articulate clearly the different levels of performance that are connected to the grade and communicate those standards to students and other staff.

Student - a person who is enrolled in one or more subjects or a course or a research program offered by the University.

Student Administration Office - the administration unit at each campus which deals with all aspects of student administration for students enrolled through that campus.

Sub-Dean - a member of the professoriate or a senior lecturer appointed by a Dean and responsible to the Dean for the academic administration of a course or group of courses.

Subject - a segment of instruction approved by a Faculty as being a discrete part of the requirements for a course offered by the University and identified by a unique subject code. (See also **Standard Subject**.)

Subject convenor - a member of the academic staff of a Faculty appointed by the Dean, who is responsible to the Head of School in which the Convenor is located, for co-ordinating the academic administration of a subject across all campuses and in all modes it is offered.

Subject co-ordinator - a member of the academic staff of a Faculty appointed by the Head of the teaching School, who is responsible to the Head of the teaching School for the academic administration of a subject on a particular campus or in a particular mode.

Subject substitution - substitution of a subject for a compulsory subject in which the student can demonstrate competence. Unlike credit, subject substitution does not reduce the number of subjects required to complete the course.

Summative assessment - assessment is summative when it forms part of the final grade in a subject. The student's work is assessed in terms of pre-determined standards so that it can be classified in terms of levels of achievement (grades).

Supplementary Examination – a formal examination granted on the basis of misadventure or extenuating circumstances which prevented a student sitting an official examination or which adversely affected the student's performance in an official examination. (The original examination papers, if not published elsewhere in subject materials, may not be used for supplementary examinations). Supplementary examinations are conducted, by the Examinations Office, during the following end of session examination period.

Transcript - see "Academic Transcript".

Tutorial study mode - an internal study mode whereby students receive distance education materials and attend tutorials on campus as arranged by the subject co-ordinator. This study mode is now no longer in use.

Undergraduate award - an award at associate diploma, diploma, associate degree, bachelor or bachelor (honours) level.

Undergraduate specialisation - that component of an undergraduate course which prepares students for employment in a particular profession or vocational area. It consists of an approved sequence of subjects of eight standard subjects or more in a bachelor degree, six standard subjects or more in an articulated associate degree or diploma, and three standard subjects or more in an articulated university certificate. A specialisation is included in the nomenclature of the award.

Units - see "Points".

Universities Admission Index (UAI) – see "Australian Tertiary Admission Rank".

University - means Charles Sturt University and where appropriate includes its former constituent colleges and institutes.

University certificate - a local award of Charles Sturt University, equivalent to eight standard subjects.

University officer - an employee of the University.

University Register of Awards and Courses - a list of all awards and courses approved by the Academic Senate. The Register is kept by the Academic Secretary and is in L15.2 of this Manual.

Workplace learning - also known as work-integrated learning, practicums and professional practice, professional experience, internships, intra mural and extra-mural placements, fieldwork and clinical placements, allows students to learn through direct implementation of their professional roles in real workplace settings. Workplaces may encompass on campus and off-campus facilities. Commonly such learning involves supervision to provide safeguards and ensure duty of care towards clients and students. Institutes, faculties and schools have the flexibility to use other terminology that has meaning for their work, courses and disciplines when communicating with each other, industry and students. However, “workplace learning” is the preferred generic CSU term to refer to student activities undertaken in authentic workplace settings and is an alternative term for fieldwork (and noting that this term does not refer to work experience in industry which is an unfunded category in DEEWR reporting criteria). This term is considered to be sufficiently generic in nature to encompass the broad range of terms in use at CSU and is also considered to be readily able to be understood across a range of disciplines.

Workplace educator - also known as clinical educator, clinical facilitator, teacher mentor, supervisor, preceptor, refers to educators who teach and supervise students learning and practice in the workplace. They may be CSU academics or members of staff employed in the workplace by industry partners.