



GLOSSARY OF TERMS

Approved by:	ACER Academic Board
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Responsible Division/ Department	Professional Resources Division/ACER Institute

This glossary defines key terms used and unless the context requires otherwise:

- The singular includes the plural and vice versa;
- A reference to gender includes all genders

WORD/TERM	DEFINITION
ACER Academic Appeals Committee	A sub-committee of ACER Academic Board to determine appeals from Students on matters defined within the Grounds for Appeal (section 6) of PP3118 Academic Appeals Policy
ACER	Australian Council for Educational Research Ltd (A.C.N.19 004 398 145)
ACER Academic Board	A committee reporting to ACER Board of Directors which has the responsibility for the oversight of ACER Higher Education Courses
ACER Assessment Committee	A sub-committee of ACER Academic Board to oversee the assessment processes and procedures.
ACER Course Development and Quality Committee (CDQC)	A sub-committee of ACER Academic Board whose members serve in a consultative capacity only and have no decision making powers or corporate governance responsibility or authority.
AHEGS	Australian Higher Education Graduate Statement. The Commonwealth of Australia as represented by the Department of Education (A.B.N. 12 862 898 150) https://education.gov.au/australian-higher-education-graduation-statement

Approved or Approval	Approval by ACER through its Board of Directors or under authority delegated by ACER
Articulation	An arrangement which enables Students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.
AQF	Australian Qualification Framework (2 nd Edn. January 2013). http://www.aqf.edu.au/
Assessment Criteria	Statements that describe how Student performance will be recognised in relation to a set of Learning Outcomes.
Assessment Task	A task which a Student is required to complete to provide a basis for an official record of achievement in a Unit– for example, examination, assignment, essay, report, presentation, tutorial participation, case study, online activity.
Auditing	Access and participating in a Non-Award Program of study, for general interest, which may include Units that are normally taken as part of an Award Course.
Award	The term used to identify the name and level of study - Certificate, Diploma, Bachelor degree, Graduate Certificate, Graduate Diploma or Masters degree. An Award is conferred upon successful completion of the requirements for a specified Course
Bullying	Repeated, unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety, including psychological, emotional, and physical health.
Census Date	The Census Date is the date at which an enrolment is considered to be final. The Census Date is the last date you can withdraw from a Unit or Course without being financially liable i.e. having to pay for the Unit or Course. It is your responsibility to ensure that your enrolment and payment details are correct by the Census Date
CEO	Chief Executive Officer
Collusion	A form of cheating through unauthorised collaboration.
Co requisite Unit	A Unit that must be taken in conjunction with another Unit.
Complainant	A person who has lodged, or is considering lodging a Grievance or complaint

COPHE	Council of Private Higher Education Inc. (A.B.N. 23 472 698 119) http://cophe.edu.au/
Course	A Program of study consisting of a set of Units as specified in the Course Structure and leading to an AQF Award.
Course Coordinator	The Staff Member responsible for the implementation and operation of ACER accredited Higher Education Courses.
Course Evaluation	The formal process of gaining, interpreting and reporting on Student feedback regarding their perceptions of the quality of teaching and the content of Units in their Course of study.
Course Structure	The specific Program which a Student undertakes to meet the requirements of a Course
Credit	The recognition of credit for a Student's prior study in a university or TAFE college (or equivalent) to support an application showing alignment between previous study and those of the Unit for which Credit is sought. (See also RPL) Credit reduces the amount of learning required to achieve a qualification, and may be gained through credit transfer, articulation, Recognition of Prior Learning, or advanced standing. See PP3112 Credit and RPL Policy.
Deferral (or Deferment)	An adjournment of the starting date for study which allows a Students' place in a Course to be held for a nominated length of time
Discipline	Discipline refers to a defined branch of study or learning
Discrimination	Less favourable treatment of a person because of an attribute they possess that is covered by legislation. https://www.humanrights.gov.au/our-work/legal/legislation
Eligibility to Graduate	By completing and passing the stipulated Course requirements.
Examination	A formal Examination including a supplementary Examination

Examination Invigilator	A person appointed to supervise Students in an Examination
Examination Room	A designated location where an Examination takes place
Exemption	Where a Student is not required to take a certain Unit on the basis of previous formal and/or informal learning
Excluded Student	A Student who has been excluded as a result of Misconduct, gross failure or other act that breached the Code of Conduct.
Full-time Student	A Student enrolled in at least 75% of the Standard Load for a period of study
Grade Point Average (GPA)	A numerical index that summarises academic performance, and ranges from a minimum of zero to a maximum of seven
Grad. Cert. ED	Graduate Certificate of Education
Graduand	A Student who is eligible to receive an Award which is yet to be conferred.
Graduate	A Graduate is a person who has been awarded a qualification by an authorised issuing organisation.
Grievance	Grounds for complaint against an unjust act. Refer: PP3111 Student Grievance Resolution Policy
Grievance – Less Serious	Matters considered less serious which are not unlawful but should be addressed and resolved to avoid escalation.
Grievance - Serious	Matters considered serious or unlawful, may include sexual harassment, all matters covered by the grounds of anti-discrimination laws and assault.
Grievance Advisor	A member of ACER HR Department who has the appropriate Mediation and conciliation skills to provide advice and assistance to Staff Members and Students.
Grounds for Appeal	Situations where a Student may lodge an appeal against an academic decision as defined in (Section 6) of PP3118 Academic Appeals Policy

Group Work	An assessment which involves a group of Students contributing to an Assessment Task.
Harassment	Unwelcome and unwanted conduct that causes a person to be offended, humiliated or intimidated.
Hearing	A meeting to gather evidence relating to an appeal
Higher Education Course	A Program of study accredited by TEQSA and offered by ACER that leads to the Award of a recognised AQF qualification
Higher Education Standards Framework (Threshold Standards) 2015	Legislation that represents the minimum acceptable requirements for the provision of higher education in or from Australia by higher education providers registered under the <i>TEQSA Act 2011</i> . The Frameworks will take effect as a legislative instrument from 1 January 2017.
Honorary Award	An Honorary Award is not an AQF qualification. It is usually awarded to recognise a person's public service or service to the organisation, or in recognition of distinguished contribution by the person in a field of academic endeavour.
HR Department	ACER, Human Resources Department
Intellectual Property (IP)	In addition to copyright, IP includes patents, trademarks, designs, circuit layout rights, confidential information, and trade secrets. For further information: http://www.ipaustralia.gov.au/
Lapsed Student	A Student whose enrolment in a Course has lapsed due to the Student failing to re-enrol and not obtaining an approved Leave of Absence.
Learning Outcomes	Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning
Leave of Absence	A period of approved leave granted to a Student
Mediation	A process that facilitates dispute resolution in which someone, an independent third party, who has professional Mediation skills (usually called a mediator) helps the aggrieved parties reach a joint agreement that suits everyone

	concerned. He/she is neutral, does not influence the outcome, and helps parties to consider all possible solutions.
Misconduct	Refers to actions that damage or have the potential to damage the ACER workplace, organisation or reputation that is beyond issues arising from unsatisfactory performance or conduct that is in breach of the Rules, Codes, Policies and Procedures. Refer PP3102 Code of Conduct
Moderation	Refers to establishing comparability of standards between assessors to ensure the validity, reliability and practicality of assessment and consistency of grading.
MOOCs – Massive Open Online Course	An online Course aimed at unlimited participation and open access.
Non-Award Courses	A Course that is not accredited by TEQSA and is not recognised as an AQF qualification, for example a pathway program and may include Units that are normally taken as part of Award Courses.
Non-Award Enrolments	One or more academic Units that can be offered as stand-alone study. Enrolments in single Units of study (not a course of study) are known as Non-Award Enrolments.
Online Facilitator	An employee of ACER or a person engaged or commissioned by ACER to assist in the delivery of academic content, learning activities and Assessment Tasks of ACER Higher Education Courses.
Online Learning	Students and able to engage with Course content, interact with Teaching Staff and peers through online discussion boards, audio, video, chat and other tools from their computer or mobile device
Orientation	Orientation refers to the academic and administrative induction policies and processes that are designed to assist Students who are starting a Course or Unit of study.
Part-time student	A Student who is not a full-time Student
Pass Conceded	A grade of Pass Conceded may be awarded for an Assessment Task by the Assessment Committee on the recommendation of Teaching Staff to a Student having good academic record with the exception of the Assessment Task for which the grade of Pass Conceded is being considered.

Plagiarism	Using another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement. This includes self Plagiarism.
Postgraduate	Students of Courses for Graduate Certificates, Graduate Diplomas, Masters by Coursework or Research and Doctoral Degrees.
Post-nominal	The abbreviation displayed after a person's name to denote the qualifications that person has achieved.
Pre requisite Unit	A Unit which must be completed satisfactorily before the Unit for which it is prescribed may be taken.
Program	A set of coherently scoped, sequenced and structured studies undertaken by the Student in order to meet the requirements for the Award of a qualification.
Qualification title	The nomenclature used for an AQF qualification that denotes the type, level and field of study/discipline of the qualification.
Record of Results	The Record of Results documents all Courses and Units studied at ACER, and is a formal transcript of a Students' full academic history.
Respondent	A person whose action or behaviour is filed in a Grievance or complaint
RPL (Recognition of Prior Learning)	The formal Recognition of Prior Learning. It is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (See also Credit)
Staff Member	An employee of ACER or a person engaged or commissioned by ACER to assist in the development, design, promotion, delivery, learning activities and Assessment Tasks of ACER Higher Education Courses.
Standard Load	Based on one year of full-time study - generally eight units
Statement of Attainment	The Statement of Attainment is an official document that recognises partial achievement of an AQF Award

Student	A person enrolled for a Unit or Course at the ACER Institute
Study Period	The length of time specified for Unit/Course completion.
Subject Matter Expert (SME)	For each Unit/Course offered by ACER there will be an identified Subject Matter Expert. The Subject Matter Expert provides the level of academic oversight needed to lead Students in intellectual inquiry suited to the nature and level of expected Learning Outcomes.
Teach Out	‘Teach Out’ is a situation where no new Students can be enrolled in a Course, 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
Testamur	The legally certified document issued at graduation upon admission to the Award.
TEQSA	Tertiary Education Quality Standards Agency (A.B.N 50 658 250 012) http://www.teqsa.gov.au/
(The) Director	Director, ACER Institute and/or nominee
(The) Institute	The ACER Institute. The Institute is responsible for the structure, delivery and assessment of ACER Higher Education Courses including Award and Non-Award Courses.
Transition	Transition refers to the range of issues, challenges and emotions that Students face when moving through a Course of study.
Unit	An approved component of a Course with an allocated credit point value.
Unit Coordinator	An employee of ACER or a person engaged to coordinate multiple Online Facilitators in a Unit or Course
Unit Guide	The document in hard copy or electronic format setting out content, delivery and assessment for a Unit.
Unit Report	A formal report written by the Teaching Staff involved in the Unit documenting their reflections on the content and delivery of the Unit and noting any recommendations vis-a-vis either of these aspects

Unlawful	An action prohibited by law
Vexations	An action or the action of a person that is brought forward without sufficient grounds purely to cause annoyance or harm to another person or persons.
Victimisation	Any retaliatory action towards a Complainant, witness or any other person involved in the resolution of a complaint or Grievance.
Vilification	Behaviour that incites or encourages hatred, serious contempt, revulsion or severe ridicule against another person or group of people, because of their race, religion homosexuality, transgender or HIV or AIDS status.
Work Integrated Learning	Educational activities that integrate theoretical learning with its application in the workplace, profession, career or future employment.

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1.	12/11/2015	G. Appleby	New
2.	17/8/2016	P. Taylor-Guy	Added new definitions following review of policies. Amended definitions to better align with the AQF. Update Version Control