Torrens University and Think Education Glossary of Terms

**Academic appeal** – an application made to have an academic judgment reviewed (e.g. assessment mark, subject result, academic progression decision)

**Accrediting body** – a professional association which formally accredits programs within a particular discipline. For example in Nursing, The Australian Nursing and Midwifery Accreditation Council (ANMAC) is the accreditation authority responsible for accrediting education providers and programs of study for the nursing and midwifery profession.

**Academic dress** – also known as academic Regalia, the components of dress all graduates are required to wear at a graduation ceremony.

**Academic integrity** – acting with honesty, fairness and responsibility in learning, teaching and research. It involves observing and maintaining ethical standards in all aspects of academic work.

**Academic misconduct** – the breach of academic integrity in any area. It involves engaging in dishonest or unethical practices, including but not limited to cheating, collusion or plagiarism. Depending on the circumstances and the nature of the academic misconduct, consequences might include educational intervention or the imposition of penalties appropriate to the misconduct.

**Academic Progression** – Academic progression will be assessed on the final results achieved in courses studied in each study period by the Academic Progression Committee, and over each calendar year. At the end of each study period: Students who pass or meet the requirements of at least 50% of their enrolled subjects within a study period will be deemed as achieving satisfactory academic progress.

**Alumni** – an association and networking group for graduates, current and former staff who have graduated at Torrens or Think Education

**Articulation** – the specific design of a course to maximise opportunities for students to proceed from one level of education/training to the next, for example from a Diploma to a Bachelor degree.

**Assessment** – measurement of a student’s skill and knowledge, such as an essay or exam.

**Assumed knowledge** – knowledge that students are assumed to have, in particular referring to subjects the University recommends you complete prior to starting the course.
At risk students – who do not achieve at least a pass grade or competency outcome in 50% of their enrolled subjects or who fail a subject for the second time. At risk students will be provided with intervention strategies/support plan specific to their needs. Students will be responsible for acting on intervention strategies to ensure continued success in the course.

Australian Skills Quality Authority (ASQA) – The national regulator for Australia’s vocational education and training sector (VET).

Australian Qualifications Framework (AQF) – Australia’s national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education.

Award – another name for a degree. Awards are the qualification conferred upon a student following the successful completion of an academic program.

Breach – an act of breaking a law, not following rules or an agreement. Breaching your visa conditions, such as non-progression, working more than 40hrs per fortnight or not completing your course within your end date of CoE could have your VISA cancelled.

Bullying – ongoing ill treatment of a person that victimises, humiliates, undermines or threatens that person.

Campus – The physical location from where a course of study is being delivered.

Campus Director – The Campus Director is the custodian of all students both online and face to face on their campus. They are responsible for providing all students with an inclusive, cohesive community on campus whilst ensuring the student’s safety, wellbeing and success studying throughout their course.

Campus Life Coordinator – A student point of contact for support, enrolment enquiries, specific international student assistance, accommodation, legal, financial and referrals to both internal & external support services.

Capstone project/subject – an opportunity within a program for students to gain valuable on-the-job skills and experience in preparation for the workplace.

Census date – the date by which you must have finalised your subject selection and payment for a particular session. If you are an International student, you must finalise your enrolment 28 days before each study period starts. You can then change class times or swap subjects up until the Enrolment Change deadline, but you cannot reduce your number of subjects after this date. (If you do, you will be charged the full fees).

Clinical placement – provides students with direct education and valuable exposure to professional practice by allowing them to practice in real professional settings. Typical in health and education courses.
**Code of conduct** – expectations of students in respect of academic, personal and professional behaviour. To act with honesty, integrity and fairness to peers and staff. All students have the right to be treated fairly, to study in a positive and safe learning environment that allows them to reach their full potential,

**Cohort** – a group of students that commences a particular program of study in a particular year.

**Commencing student** – a student who has enrolled in a program for the first time

**Compassionate or compelling circumstances** – are circumstances that are outside of your control that impact on your ability to study, and are documented by evidence. These could include; serious illness or death of a family member, major political upheaval or natural disaster in the student’s home country requiring their emergency travel and this has impacted on their studies, or a traumatic experience which could include but is not limited to: involvement in or witnessing of an accident or crime.

**Compulsory** – you must attend. Such as international student orientation and study periods/trimesters, which are considered compulsory.

**Confirmation of enrolment (CoE)** – provides various Government Departments (such as the Department of Home Affairs (DHA) with important information about an international student’s enrolment status. You must have a valid CoE at all times while you are studying on a student visa in Australia. If your CoE is cancelled, your visa may be cancelled by DHA.

**Continuing student** – all students who are not commencing students.

**Core subjects** – the subjects in a course that all students are required to complete.

**Counsellor** – Counselling is a confidential place to get some support and assistance that will help you get through your studies. At Torrens & Think we offer free counselling to all face-to-face and online students enrolled in Australia.

**Course** – the degree or qualification you are enrolled in, either at Diploma, undergraduate or postgraduate level. This may also be known as a program. Not to be confused with a subject.

**Course Director** – a member of the academic staff in a Faculty responsible for all academic matters relating to students enrolled in a course.

**Course offering** – the ways in which the University makes a course available to students. A course offering typically involves the mode (online, distance or face to face) of study, location and residential schools (where applicable).

**Course prerequisite** – a course or group of courses that must be successfully completed prior to undertaking a more advanced course.
Course progress – The measure of advancement within a course towards the completion of that course. You must meet minimum of 50% pass rate of your enrolled subjects within a study period.

Credit – the term ‘credit’ is used in three ways at Torrens & Think;

- a grade awarded for an assessment task (CR = Credit; when a student receives a 65-74% overall in their subject); or
- the recognition of prior learning granted towards the requirements of an award program at the University on the basis of prior study or prior work and/or life experience equivalent to required subjects in a course.

CRICOS – is the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under section 14A of the ESOS Act

CRICOS code – a code which is allocated to all programs available to international students which are: approved by the relevant State or Territory accreditation authority, and listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

Criminal offence – an offence deemed harmful not only to the community but also to the community, society and state. It is punishable by law.

Critical incident (or crisis) – A traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.

Cross institutional course transfer – Students who wish to transfer to another Torrens/Think course must satisfy the entry requirements for the course for which they are applying as per the Admissions Policy. It is recommended that students discuss this with their Program Director before lodging an application and or the campus life coordinator.

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

Defer – to delay the start of your course

Domestic students – Australian citizens, New Zealand citizens or holders of an Australian permanent visa.

Double degree – a program where two separate programs at the same level have been combined to complement each other, such that the core elements of the two awards are undertaken simultaneously and the requirements of each award are fully met.

Discrimination – when a person treats, or proposes to treat, someone unfavourably because of a personal characteristic protected by law. This includes bullying someone because of a protected characteristic.
Education Services for Overseas Students (ESOS) – The legal framework which governs the delivery of education to overseas students studying in Australia on a student visa.

EFTSL – Equivalent Full-Time Student Load. This is a measure of the study load, for an academic year, of a single student undertaking a course of study on a full time basis. (Fulltime is a minimum of 8 subjects – 12 subjects per academic year) please follow your course structure to ensure you complete your course by your CoE end date.

Elective – a subject which students have a choice in selecting (usually from a specified list) in addition to the core subjects of the course.

ELICOS – English Language Intensive Courses for Overseas Students. Courses offered to students studying in Australia on student visas. ‘Intensive’ denotes full-time study load (20 scheduled course contact hours per week).

Endorsement – (also known as endorsement of candidature) the successful completion of probation requirements for higher degree research students.

Examination – a form of assessment whereby a student is required to undertake a specified academic task within a specified period of time. The location of the examination and access to external assistance is also normally regulated.

Examination Committee – is the committee designated to review all students’ results according to the University’s Academic Board Charter.

Exchange student – a domestic or international student who participates in a student exchange program to study at another University or education provider that has a formal agreement with Torrens University.

Exemption – release from specified parts of a course (such as exemption from lectures, practicum placement, tutorials, projects or any other components of a course including elements of assessment). The exact requirements will be determined by the program director.

Expulsion – the permanent exclusion of a student with no right to re-apply for admission.

Grade – grades indicate the level of performance in a course against specified criteria and standards. Grade range from High Distinction (85-100%), Distinction (84-75%), Credit (74-65%), Pass (50-64%) and Fail (0-49%). Grades are awarded in all undergraduate and postgraduate coursework courses.

Graduand – a student who has qualified for an award but who has not yet had the award conferred.

Graduate – a student who has had an award conferred.
Faculty – a department within a university devoted to a particular area of study.

Full-time student – a student enrolled in subjects that amount to 75% or more of the normal full-time study load for a session. Note that international students must be enrolled in full-time. To be considered full-time, the international student must complete a minimum of 1.0 EFTSL (8 subjects -12 subjects) of study per year, and the standard course duration is governed by the Australian Qualifications Framework.

Induction – an introductory program which gives someone essential information about how an organisation works, their role and what is expected of them. Some higher research degrees require students to attend an induction as part of meeting their probation requirements.

International student – a student studying at an Australian University who is not a citizen, on a permanent visa or a citizen of New Zealand. International students are usually in Australia on a student visa.

International Student transferring to another provider – will not be approved if the student has completed less than 6 months (unless there are compelling circumstances).

Intervention strategy/support plan – a plan of action adopted in an attempt to address and reduce the causes of academic failure of a student identified as academically at risk.

Invigilator – a staff member or approved nominee who is responsible for supervising examinations.

Leave of Absence – is an approved break from study. International students can only take leave under compassionate or compelling circumstances. You must contact the department of home affairs to see how this leave may impact your Visa.

Lecture – a formal presentation by an academic staff member. Lectures may include the use of handouts and audio-visual presentations.

Lecturer – an academic member of staff who delivers a lecture.

Library learning services – Will help with: Technology skills & information skills, how to find and use the best information for your assessments. Academic skills, improving your writing, planning and study skills.

Major study – an area within a course that allows in-depth study in a specialised area of a particular field.

Minor study – Like a major study, a minor study is a smaller grouping of subjects within a course, allowing students to focus on a particular field.
**Medical certificate** – a signed statement from a registered medical practitioner, health practitioner or approved health specialist which specifies the period of time during which a medical condition has, or will, affect a student's participation and/or attendance.

**Mode of delivery/study** – It is the manner in which a course or subject is being taught. It can include, face-to-face in a classroom such as lectures, tutorials, practicals, workshops or seminars on campus, distance learning, online learning and work-based learning. International students must be enrolled into face to face subjects in each study period.

**Online education** – a mode of study allowing students to complete their course online without having to come on campus. Does not normally include a face-to-face component although may require attendance at residential schools. Note international students on student visas can study a maximum 33% online for their entire course.

**Open book** – an examination where approved written or printed material is allowed.

**Orientation** – a program of activities run at the beginning of the academic session which is designed to provide students who are new to Torrens or Think with the information and support they need to become familiar with, and confident about, Vocational Education and University life. The program may include presentations, online resources, workshops and a range of other activities. Orientation is compulsory for international students.

**Part-time student** – a student enrolled in subjects that amount to less than 75% of the normal full-time study load for a session.

**Plagiarism** – involves the use of another person's words, ideas, designs or work without appropriate acknowledgment. Some common forms of plagiarism include, but are not limited to:

- copying of sentences or paragraphs word-for-word from one or more sources without appropriate referencing;
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate references that acknowledge the original work;
- using another person's ideas, work, design, program or research data without appropriate acknowledgment;
- submitting another person's work as if it was one's own; and
- submitting your own previously published work without appropriate acknowledgment.

**Principal course of study** – The principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.
Recognition of prior learning (RPL) – credit granted towards the requirements of an award program which recognise prior learning, usually from

- a recognised higher education provider
- a TAFE or other Vocational Education Training provider
- work experience or other forms of practical experience, including voluntary work
- life experience.

Referencing – the acknowledgement of information sources in academic work. Referencing is the appropriate way to give credit to the original source of an idea, piece of writing or creative work. Torrens and Think use APA (American Psychological Association) 6th edition

Residential school – a short period of study, usually from three to five days, where online students come on campus to complete units or assessment tasks for a subject. These may be compulsory or optional.

Sexual assault – any unwanted sexual act or behaviour that makes someone feel uncomfortable, forced, frightened, threatened or intimidated. It includes sexual activities that a person did not freely consent to or cannot consent to.

Sexual harassment – any unwanted, unwelcome sexual behaviour that makes a person feel offended, humiliated or intimidated. Depending on the nature of sexual harassment, it can sometimes amount to sexual assault.

Scholarship – a financial award selected on merit (including academic merit, leadership and community engagement), need and/or other requirements, to assist a student to undertake a program of study over a nominated period of time.

Student complaint – a complaint about a decision, action or behaviour that results in a claim that the student has sustained academic or non-academic disadvantage.

Student portal – a secure and personalised space on the Torrens/Think website used for communication between students and the University. It is referred to as the student hub https://studenthub.torrens.edu.au/Hub

Student Services – Is the team on campus that are the direct point of contact for all students to assist with student administration, selecting subjects and all support services on & off campus.

Study Periods/Trimesters – the period of time during which classes are held. At Torrens and Think our academic calendar is broken into three study sessions or Trimesters per year starting Trimester 1 (February-May), Trimester 2 (June-September) and Trimester 3 (September- December). These are considered compulsory study periods for all our students.
Subject – an individual unit that a student studies, with a number of subjects making up a course. At CSU, most subjects are worth 8 points and take one session to complete.

Subject coordinator – an academic staff member in charge of delivering and running a subject. They may also be the person who lectures for the subject or lecturing may be shared among a few lecturers.

Subject points – a value assigned to each subject to reflect its relative weighting.

Success Coach – A Success Coach takes a strengths-based approach to engage with and motivate you for study and career success. They help you successfully navigate the educational landscape, and build personal and professional capability to improve your employability outcomes.

Suspension – cancellation of a student’s enrolment and the withdrawal for a specified time of the rights and privileges of a student, including the right to re-enrol as a student. Unless otherwise advised, the student has the right to recommence their studies at the end of the suspension.

Tertiary Education Quality Standards Agency (TEQSA) – Australia’s independent national quality assurance and regulatory agency for higher education.

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 – It is established under the Education Services for Overseas Students Act 2000 (ESOS Act). It sets nationally consistent standards for the delivery of courses to overseas students. TEQSA is responsible for monitoring registered higher education provider’s compliance with the National Code.

Transcript of academic record – an official record of a student’s complete enrolment history, including a listing of all courses and results.

Tuition fee – the fee charged for a course or program of study.

Tutorial – a period of teaching given to a small group of students, involving discussion and participation.

Workplace/integrated learning – time spent in hands-on application of learning. This may be in actual workplaces in the community, in clinics and enterprises, or in laboratories or specialist facilities on/off campus. Workplace learning activities may be subject to visa restrictions for international students.

Verified – official documents certified or notarised as being a true and accurate copy of the original.

Victimisation – subjecting a person to some form of harm because that person has lodged a complaint or is associated with a person who has lodged a complaint.