

GLOSSARY OF KEY TERMS RELATING TO ACADEMIC AND ADMINISTRATIVE ACTIVITIES, ROLES AND STRUCTURES AT UNE

This is a working document approved by the Academic Board and revised annually. Suggestions for additional definitions or amendments should be submitted to the Secretary to Academic Board for possible inclusion in the next revision.

Approved by Academic Board, 12 October 2009.

ACADEMIC BOARD: the University's senior academic body reporting directly to the University Council. Its terms of reference are described in the Handbook.

ACADEMIC DIRECTOR: each Faculty has an Academic Director who is responsible for providing strategic leadership in the areas of teaching and learning, including the course profile, coursework programs and student affairs in the Faculty. The Academic Director is a senior academic who reports to the relevant Pro Vice-Chancellor and Dean.

ACADEMIC PROGRESS: all students must make adequate progress in their course, which is monitored through the Grade Point Average.

ACADEMIC TRANSCRIPT: an official record of a student's academic history including enrolment in all courses and units, the academic results and all other matters of an academic nature.

ACADEMIC STAFF: staff usually appointed to undertake teaching and research duties in a School, Centre or Institute.

ACADEMIC YEAR: the over-arching annual period that includes that year's teaching periods, examinations, graduation and other major events as set out in the University's Principal Dates.

ACCREDITATION: a type of approval given by an accrediting agency to a course, a program, or a provider of courses/programs. Accreditation often leads to a form of membership status to a professional group.

ADMINISTRATIVE STAFF: staff employed under general staff conditions of employment (or a contract) responsible for administrative functions.

ADMISSION: the process of assessment of an application leading to entitlement to enrol as a student in a course leading to an award.

ADVANCED DIPLOMA: a UNE undergraduate level course usually requiring completion of 72 credit points of units.

ADVANCED STANDING: a collective term (including credit transfer, recognition of prior learning, and recognition of current competency) meaning a grant of credit toward a UNE course for relevant approved study, work experience or work at another institution. See also the Advanced Standing Policy and its associated glossary.

AGGREGATE MARK: the final numerical mark calculated by combining the outcomes from two or more assessment tasks by a simple averaging or by weighted averaging. Some form of

mark standardisation or scaling process may precede the aggregation process. An aggregate mark may not equal a Grade, which may require a minimum level of performance in assessment tasks.

AREA OF STUDY: a defined set of units (normally in the course rules) from one or more subjects or disciplines which constitutes a major.

ARTICULATION: a mechanism that enables a student to proceed from one course (a TAFE diploma, for example) to another (a Bachelor degree, for example). An Articulation Agreement between UNE and another institution may allow for automatic admission and in some cases automatic advanced standing.

ASSESSMENT: the deliberate process of judging how well a student has achieved the desired learning outcomes of a unit of study. Assessment also provides feedback to students and academic staff about learning needs and the appropriateness and effectiveness of teaching.

ASSESSMENT CRITERIA: the explicit terms in a Unit Handbook or Unit Information how performance of learning outcomes should be demonstrated.

ASSESSMENT SYSTEM: the processes and practices involved in planning and implementing assessment through teaching and learning, marking and grading assessment tasks and its review and evaluation.

ASSESSMENT TASKS: the explicit terms in a Unit Handbook or Unit Information describing the activities or exercises intended to assess student progress or learning achievement. Assessment tasks can be designed for formative or summative purposes.

ASSESSMENT WEIGHTING: the percentage applied to each assessment task when combining them to form an aggregate mark for a student. The setting of the weighting should reflect relative workload and intellectual demands of the student.

ATAR (Australian Tertiary Admission Rank): a ranking of Year 12 students calculated by Tertiary Admission Centres and used in all states except Queensland (see **OP**). The ATAR is used by universities to set a minimum score (a **Cut-Off**) for admission to individual courses. The ATAR may rise and fall between years as demand for courses change. The ATAR replaced the **UAI** in 2009.

AWARD: the qualification conferred by the University following completion of a course (but not an enabling course).

BACHELOR: the main higher education degree course at undergraduate level most commonly of three or four years and may include combined or double Bachelor degrees, graduate entry degrees, and the Bachelor with Honours degree.

BOARD OF EXAMINERS: a committee, typically held within a School, which ensures that assessment and the award of grades, is conducted fairly and equitably.

BLOCK CREDIT: one outcome from advanced standing normally in the form of an unspecified number of credit points representing period of study expressed as credit points.

Block credit is commonly applied to professional [accredited] courses which are highly structured and have few or no elective units, and which are relatively uniform across Australia.

CANDIDATE: a formal term commonly used in some rules to a person who has applied for admission and/or a student in a course.

CENSUS DATE: the date required by Commonwealth law when enrolment is officially recorded and reported and the final date by which fees or the student contribution must be paid or deferred through HECS-HELP, FEE-HELP or OS-HELP.

CENTRE: an organisation within the University with special responsibility for teaching and/or research or administration.

CHANCELLOR: the Chair of the University Council. The functions of the Chancellor are set out in the University of New England Act.

CHIEF OPERATING OFFICER: a senior executive position in the University with responsibilities for broad management strategy and UNE financial and business services.

CHIEF DEVELOPMENT OFFICER: a senior executive position in the University with responsibility for advancing UNE's entrepreneurial services.

COMBINED DEGREE: a Bachelor course which includes significant components of two other Bachelor courses and which leads to a single award. See also **Double Degree**.

COMBINED MAJOR: an approved combination of two groups of units with a total of 60 credit points above 100-level (of which not more than 18cp are 200-level and not less than 18cp at 300-level) that may allow, according to the respective rules, identification in the academic transcript and/or the testamur See also **Major** and **Double Major**.

COMMONWEALTH ASSISTANCE FORM: this is a compulsory requirement of all students in a Commonwealth supported place when they begin a course.

COMMONWEALTH ASSISTANCE NOTICE: a formal statement provided to all students enrolled with the University who have applied for HECS-HELP, OS-HELP, or FEE-HELP, and/or who are Commonwealth supported for that unit.

CHESSN (Commonwealth Higher Education Student Support Number): a registration number provided to all Commonwealth-supported students to allow them to monitor their Student Learning Entitlement.

COMMONWEALTH SUPPORTED PLACE: a place in a course provided to a student that is supported by a Commonwealth contribution towards the cost of that course.

COMPLETION: a term used commonly used in unit descriptions in reference to assessment tasks meaning the undertaking all academic activities prescribed for a unit.

CONTACT TIME: the timetabled lecture, tutorial, workshop or practical work time approved for each unit of a course.

CORE UNIT: a unit specified in the rules for a particular course as a compulsory requirement.

COREQUISITE: a unit that must be studied before or at the same time as another unit. This is common where the knowledge and skills are complementary between two units.

COUNCIL: the most senior decision-making and governing body of the University.

COURSE: a program of units leading to an award of the University (see also Enabling Course). Every course has requirements that are described in its Rules.

COURSE CO-COORDINATOR: an academic staff member with responsibility for the administration of a course.

COURSEWORK AWARD: an award of the University that requires less than two-thirds research.

COURSEWORK DOCTORATE: a doctorate requiring less than two thirds research and more than one third coursework. See also research higher degrees.

COURSEWORK MASTER: a master degree requiring less than two thirds research and more than one third coursework

CREDIT: see advanced standing.

CREDIT AGREEMENT: a formal agreement between the University and another institution that specifies the advanced standing that will be given to students of that institution.

CREDIT ASSESSMENT: the process of deciding advanced standing where there is no formal agreement between the University and another institution.

CREDIT POINTS: each unit has a credit point value and each course requires a number of credit points for its completion. Most UNE units are 6 credit point value, which is equivalent to 150 student workload hours of lectures, practicals, assessment tasks, reading, and private study.

CREDIT TRANSFER: see advanced standing.

CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students): any course available to international students in Australia must be recorded in the Commonwealth Register of Institutions and Courses for Overseas Students and have a registration number (UNE=00003G).

CRITERION-REFERENCED ASSESSMENT: the most common assessment method used by the University. It involves measurement of the student's achievement of the unit's learning outcomes against the assessment criteria laid out in the unit handbook or unit information.

CROSS-INSTITUTIONAL STUDENT: a student undertaking study at another institution while remaining enrolled at another. Cross-institutional study must be pre-approved by both institutions.

CUT-OFF: the minimum **ATAR** or **OP** or equivalent required for admission to a course in a particular year. Cut-offs may change yearly and are fixed according to the Tertiary Admissions Centres (such as UAC) calendars.

DEFERMENT: the approved postponement of starting study in a course. See also intermission.

DEGREE: a Bachelor, Master or Doctoral award.

DEPUTY VICE-CHANCELLOR: the senior executive officer of the University and second after the Vice-Chancellor for day-to-day management of the University.

DIPLOMA: a UNE undergraduate level course usually requiring completion of 48 credit points of units.

DIRECTOR: a senior administrative officer of the University responsible for the management of an administrative support area.

DISSERTATION: a substantial piece of scholarly written work that may form the entire requirement of a unit. A dissertation may require independent scholarly investigation or supervised research at a level appropriate to the award.

DISTANCE EDUCATION: study in the off-campus mode, which does not require attendance at the University either regularly or for significant periods of time. (See also external)

DOCTOR: the upper category of higher degrees. UNE offer three types of doctorates: research, coursework and the higher doctorate.

DOCTOR OF PHILOSOPHY: a higher degree by research awarded for completion of a course in which the research training component culminates in the presentation of a thesis constituting at least two thirds of the course.

DOUBLE DEGREE: a degree course which includes substantial components of two courses and which leads to two separate awards. (See also Combined Degree).

DOUBLE MAJOR: two groups of units specified in the course rules that may allow, according to the respective rules, identification in the academic transcript and/or the testamur.

ELECTIVE UNIT: a unit which may be included in a course but which is not a core unit of that course.

ENABLING COURSE: a program of study to qualify for admission to a course but not an award in itself.

ENGLISH LANGUAGE CENTRE: a UNE agency providing English proficiency courses for international students.

ENGLISH LANGUAGE AND INTERNATIONAL SERVICES: a UNE agency providing the functions of the English Language Centre, international student support services and

compliance monitoring for Commonwealth laws governing the support and teaching of international students.

ENROLMENT: the registration process of recording units to a student's academic record. The registration is deleted if a student withdraws from the unit before its census date.

ESOS (Educational Services for Overseas Students Act): the Commonwealth's Education Services for Overseas Students Act 2000, which governs the support and teaching of overseas students.

EXEMPTION: a term used when a student is not required to complete a UNE unit on account of studies previously completed at another institution and the UNE unit is replaced with an alternative because the course rules do not allow advanced standing (typically because the maximum limit on advanced standing has been reached). See also Restriction.

EXTERNAL: see Off-Campus.

FACULTY: an organisational unit consisting of a group of related Schools, which is responsible for coordinating the management and quality of the teaching and research conducted by those Schools.

FEE-HELP: the Commonwealth program that allows full-fee paying domestic students to defer their tuition fees similarly to HECS-HELP.

FORMATIVE ASSESSMENT: the collection of information, usually through the informal assessment components of a unit, in order to improve teaching and learning. Formative assessment provides specific feedback to students and staff about student progress, helps teaching staff to diagnose learning needs, and to design, negotiate and modify learning activities for groups and individuals, in order to enhance teaching and learning.

FULL-TIME: the normal full-time study load is 24 credit points in one semester of study. Under CentreLink regulations, a full-time student must have at least a 75% (=18 credit points at UNE) study load in each semester. Overseas students in Australia must have a 24 credit point study load at all times unless approval has been received from English Language and International Services.

GRADE: the conversion of the aggregate mark into an alphabetical code that represents the level of achievement by a student in a unit. Grades' attributes are described in the Assessment Policy. Administrative grades that represent not a level of achievement but administrative actions (such as WD Withdrawal) are not grades in this context.

GPA (Grade Point Average): the grade point average (GPA) is a numerical score that is the sum of the result points achieved in each unit multiplied by the credit point value of the corresponding unit and divided by the total credit points attempted. It is used to calculate a student's average rate of progress through a course.

GRADUAND: a person who has completed the requirements for a course and who is yet to have the award conferred at a graduation ceremony.

GRADUATE: a person who has completed the requirements for a course and who has had the award conferred.

GRADUATION: the act of conferring an award of the University. The term also is used as shorthand for the Graduation Ceremony at which awards are conferred.

GRADUATE CERTIFICATE: a postgraduate course typically requiring completion of an approved program of study of at least 24 credit points.

GRADUATE DIPLOMA: a postgraduate course typically requiring completion of an approved program of study of at least 48 credit points.

HEAD OF SCHOOL: the senior executive officer responsible for the management and quality of the teaching, research and other activities of a School. A Head of School is responsible to a Pro Vice-Chancellor and Dean.

HECS-HELP: the Commonwealth program that allows Commonwealth-supported students to defer payment of their student contribution through the taxation system.

HIGHER DEGREE: the degrees of Master and Doctor.

HIGHER DEGREE BY COURSEWORK: a higher degree course that consists of less than two thirds research and more than one third coursework.

HIGHER DEGREE BY RESEARCH: a higher degree course that consists of at least two thirds research.

HIGHER DOCTORATE: a degree of Doctor awarded for an original contribution of distinguished merit, normally consisting of a portfolio of published scholarly work which adds substantially to knowledge and understanding of any branch of learning within a Faculty.

HIGHER EDUCATION: tertiary education provided by universities and other accredited providers leading to a Higher Education qualification such as a Bachelor degree. Higher Education is the third tier after Primary and Secondary education, which are usually conducted at schools. Vocational Education and Training is also from distinct Higher Education. More information can be found in the Australian Qualifications Framework.

HONOURS: a term with three main uses:

- a reference to one-year stand-alone Bachelor with Honours degrees; or
- a reference to a Bachelor degree of four (or more) years that grants Honours either through students enrolling in an elective unit (or units) leading to Honours or to students reaching a high overall standard; or
- a reference to a Master degree that marks its higher research content than standard coursework Master degrees.

INSTITUTE: similar to Centre.

INTERMISSION: a term used to describe in a student's academic record an approved period of leave of absence from a course. The period of intermission is not counted as part of the

period of candidature. It is commonly confused with deferment, which is a delayed start to a course rather than temporary absence during a course.

INTENSIVE SCHOOL: a period of teaching and learning that brings students together at a particular physical or virtual location for intensive interactive learning experiences. This term encompasses all types of Intensive School, whether held on or off campus or online.

INTERNAL: see On-Campus.

INTERNATIONAL MARKETING AND PATHWAYS: the UNE agency responsible for marketing, recruitment and the admission of overseas students; and for management of student exchanges. It also assists with developing formal pathways for students and partnerships with overseas institutions.

INTERNATIONAL SERVICES: the UNE agency responsible for specialist administrative support for overseas students located at all UNE teaching locations, and for ESOS compliance.

LEARNING COMMONS: located in the Library this provides an integrated workspace area for students with IT, printing and scanning facilities, academic skills counselling and courses, and assistance with research for books, research papers, journals etc.

LEARNING MANAGEMENT SYSTEM: software applications used to facilitate flexible online learning. See **UNEOnline**.

LEAVE OF ABSENCE: see Intermission.

LEVEL: a numeric code usually describing the level of learning outcomes to be achieved in the unit and/or the unit's positioning inside the course structure. 100-level indicates units at the introductory level with higher numbers indicating higher learning outcomes or later appearance in the course structure (200-level indicating second year of enrolment, for example)

MAJOR: a group of units with a value of 36 credit points above 100-level (not more than 18 credit points at 200-level and not less than 18 credit points at 300-level) specified in the course rules that may allow, according to the respective rules, identification in the academic transcript and/or the testamur. See also **Combined Major** and **Double Major**.

MASTER: a postgraduate course level providing learning outcomes that include the mastery or overview of a field of study or professional practice. Master courses may be by coursework or by research.

MINIMUM PASS MARK: normally an aggregate mark of 50% although a specific assessment task may have a minimum pass mark greater than 50%. This means that a student must pass that specific assessment at the higher level in order to pass the entire unit, irrespective of whether the unit's aggregate mark exceeds the minimum pass mark..

MODE: a term commonly used to describe the way a course is delivered - full-time, part-time, off-campus/external or on-campus/internal.

MODERATION: the process of ensuring that assessment criteria are consistently applied by different markers and those grades are allocated consistently with the assessment criteria. It

involves teaching staff and markers discussing and reaching agreement about how the criteria are demonstrated at different standards for each assessment task (through the establishment of a marking scheme, for example). Samples of assessed work are then verified to show that assessment criteria have been consistently applied.

NATIONAL CODE: a part of the **ESOS** Act that provides the code of practice for **CRICOS** registered institutions.

NORM-REFERENCED ASSESSMENT: an assessment method not permitted at UNE. It expresses aggregate marks in rank order based on a distribution of marks. It is comparative, indicating one student's performance against another and usually represented on a bell shaped curve.

NON-AWARD: a type of enrolment by students in units that are not part of a program leading to an award of the University. It usually requires enrolment as a full-fee student.

OFFER: an invitation to enrol after a successful application for admission. Offers reflect the number of places available in a course and are made either directly or through a Tertiary Admission Centre such as UAC or QTAC, depending on the course.

OFF CAMPUS: also called External study or Distance Education. A student may be off-campus for a unit or for a course - a student with a mixed on-campus and off-campus enrolments is defined as an external student under HESA. International students are not normally permitted to enrol in off-campus units except when approved by English Language and International Services. Replaced the term 'External Student'.

ON CAMPUS: a student who is studying by the mode that requires attendance at the university to lectures, tutorials and practical classes, and the like. It is the same as on-campus. Overseas students who hold student visas for entry to Australia are required to be internal students. This means that enrolment in an individual unit on an external basis is only possible under special conditions (administered by English Language and International Services). Replaced the term 'Internal Student'.

ONLINE: a term with two uses:

- describes teaching, learning and administrative activities delivered through the Internet. Overseas students in must have prior approval for online enrolment from English Language and International Services.
- indicates the online teaching options within a unit set by the Unit Coordinator:

OLA, OLB, OLC: Internet access required

OLD: Computer and internet access is essential to successfully completing the Unit as major elements of the content and learning activities are delivered online. Some elements of online component are assessable.

OLE: Computer and internet access is essential to successfully completing the Unit as all content, learning and assessment activities are delivered online.

OP (Overall Position): the Overall Position or rank among Year 12 students who have completed the Queensland Senior Secondary Certificate. See also **ATAR**.

OS-HELP: the Commonwealth program that allows domestic students to defer the costs of expense associated with the overseas study elements of their course similarly to HECS-HELP.

OVERSEAS STUDENT: a student who is not a domestic student and, if in Australia, has a temporary or student visa that permits study in a specific course at a specific institution.

PART-TIME: a part-time student is enrolled in less than 75% of a normal full-time study load. Overseas students in Australia are not permitted to enrol part-time, except in their final semester of study.

PATHWAYS ENABLING PROGRAM: a UNE program offered by the Teaching and Learning Centre which provides students with the skills and confidence required for university study and direct entry to most UNE degrees on successful completion (one year, part-time).

PERIOD OF CANDIDATURE: the period of time within which a student is required to complete the course requirements. Periods of candidature for each course are defined in the course rules. Some courses (especially research degrees) also have a minimum period of candidature.

PLAGIARISM: the use of the work of other persons by copying (in whole or in part) the work or data, or paraphrasing closely, or presenting substantial extracts from written, printed, electronic or other media without due acknowledgment. Plagiarism involves giving the impression that someone has thought, written or produced something that has, in fact, been taken from another person.

POLICY: a formal statement by the University outlining how a matter is to be administered and/or regulated. A policy may be supported with procedures or guidelines for its implementation.

PORTFOLIO: a collection of material assembled by an applicant usually as part of an admission or advanced standing application.

POSTGRADUATE: a course or a student in that course leading to the award of Graduate Certificate, Graduate Diploma, Master or Doctor.

PREREQUISITE: most commonly a unit that must be completed before its associated unit can be enrolled-in. It may also be used to define a prior academic background required before enrolment is permitted (especially used in teacher education courses).

PRINCIPAL DATES: the official list of dates for University activities approved by the Council and published annually by the University. The list includes the official dates of teaching periods, examination periods and the University and Commonwealth deadlines for enrolment in, and withdrawals from, units and courses.

PRO VICE-CHANCELLOR (ACADEMIC): a senior executive officer of the University and head of a Division encompassing academic support agencies.

PRO VICE-CHANCELLOR (RESEARCH): a senior executive officer of the University and head of a Division encompassing research support agencies.

PRO VICE-CHANCELLOR AND DEAN: a senior executive officer of the University and head of a faculty with responsibility for its overall academic, general and resource management.

PROFESSIONAL DOCTORATE: a course leading to the degree of Doctor that combines advanced coursework and/or practicum and research, typically in the student's area of professional expertise. Professional doctorates may be studied by coursework and/or research of which the research component may consist of a thesis or a portfolio. Whether the course is studied by coursework and/or research and any proportions of coursework and research, are dependent on the individual course requirements.

PROGRESS REQUIREMENTS: the minimum rate at which a student enrolled in a course must complete units, as specified in individual course rules. Failure to satisfy the minimum progress requirement for a course may lead to a student being excluded from candidature.

QUALIFICATION: a Doctoral Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree, Advanced Diploma or Diploma of the University.

QTAC (Queensland Tertiary Admission Centre): an agency – similar to **UAC** - that provides university admission processing services for Queensland universities (UNE is a member).

RPL (Recognition Of Prior Learning): an element of advanced standing assessment most commonly using an applicant's knowledge and skills whether from formal studies, or professional, work or life experience outside of a university. Assessment may include testing, or various other techniques including examination of a profile or portfolio of learning and/or experience. See Advanced Standing.

REFERENCING: a very important academic convention that recognises that academic writing builds on previous research and requires that the work of others must always be explicitly acknowledged. The most commonly used referencing systems at UNE are the Author-date (Harvard) and footnoting (Traditional) systems.

RESEARCH DOCTORATE: a doctorate in which the requirements of the course are more than two thirds by research.

RESEARCH HIGHER DEGREE: a generic term covering all postgraduate Master and Doctor courses requiring at least two-thirds of study through research.

RESEARCH MASTER: a Master course in which the requirements of the course are more than two thirds by research.

RESTRICTION: a unit that may not be counted with another unit in the same course, most commonly because the content material has some commonality.

RULES: a set of regulations that govern a wide range of University activities, most commonly as course rules. Rules are approved by the Council and are mandatory upon all members of the University.

SCHEDULE OF UNITS: this has been replaced by the online Course and Unit Catalogue, which displays the units available, in what courses, whether on- or off-campus, in what teaching periods and in which academic year.

SCHOOL: an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

SEMESTER: see Teaching Period.

SPECIAL ASSESSMENT: a process by which students may apply for discretion for reasons of misadventure (illness, for example). It is exercised through three types of discretion:

- **SPECIAL CONSIDERATION:** for students who sat the examination but believed their performance was adversely affected by illness or other unavoidable and unforeseen circumstances before or during the examination. It may be applied to a single assessment task or to all of the unit's assessment tasks, depending on the circumstances.
- **SPECIAL EXAMINATION:** for students who did not sit the examination through illness or other unavoidable and unforeseen circumstances.
- **SPECIAL EXTENSION OF TIME:** for students who through illness or other unavoidable and unforeseen circumstances were unable to submit on time compulsory assessment tasks.

SPECIFIED CREDIT: an outcome from advanced standing expressed in the form of one or more specified UNE units.

STAT (Special Tertiary Admission Test): the Test used by universities for admission applications. It is normally used by admission applicants who did not complete school, or completed some years ago and/or have no formal education or training since leaving school.

STUDENT: a person who is enrolled in a course, or a person enrolled in an enabling course, or a person enrolled in a unit of study on a non-award basis.

STUDENT CONTRIBUTION: a term introduced with the Higher Education Support Act that is broadly equivalent to the term 'HECS payment'. The Student Contribution can be met by an up-front payment before the census date (which attracts a discount) or by deferring payment through the taxation system using HECS-HELP.

STUDY PERIOD: a period of study used in some formal documents such as government regulations instead of term, semester, trimester or other teaching periods. When used legally it normally means a period of not more than six calendar months.

SUBJECT: a term used in course rules for a branch of knowledge offered as a set of units within a field of study.

SUMMATIVE ASSESSMENT: the collection of information through a unit's formal assessment components to improve teaching and learning and to contribute to the calculation of a student's aggregate mark and grade. Information collected for summative purposes is based on assessment tasks that reflect the range of concepts, processes, skills and attributes, including graduate attributes, as set down in a unit's learning outcomes.

TRACKS: a UNE program offered by the Oorala Centre designed to give Aboriginal and Torres Strait Islanders an opportunity to access and explore university education options.

TEACHING PERIOD: the period over which a unit is taught. The majority of coursework units are one semester (one half of an academic year) in length. Some units, especially graduate business unit, are one trimester (one third of the academic year). There is also a summer semester taught between December-January and other teaching periods may be offered as part of a collaborative teaching partnership. The semesters and trimesters are given in the University's Principal Dates.

TERM: an unofficial reference to parts of a semester or a trimester. A semester is often referred to as having two terms of 6-7 weeks in length with a vacation between the two terms.

TPC (Tertiary Preparation Course): a course for potential university applicants who did not, or will not, complete Year 12 at school. TAFE colleges are a major provider of tertiary preparation courses.

TESTAMUR: the official graduation certificate issued by the University to graduates when they have their award conferred.

THESIS: the written product of a student's research project. Typically, Bachelor with Honours courses and most postgraduate courses will require a thesis (also may be referred to as a dissertation or research or project report) component.

TRANSCRIPT: see Academic Transcript.

TRIMESTER: see Teaching Period.

UAI (Universities Admission Index): the system used in NSW until 2009 to provide **cut-off** scores for admission to NSW universities and calculated by **UAC**. Now replaced by the **ATAR**.

UNDERGRADUATE: a student who is enrolled in the first level of University study typically in an undergraduate course such as a Diploma, Advanced Diploma or a Bachelor.

UNExtra Early Entry: an early admission scheme for Year 12 high school students or those at TAFE studying the Tertiary Preparation Certificate.

UNEOnline: the generic name for the Learning Management System software applications used to facilitate flexible online learning. UNEOnline largely uses a product called Blackboard Learning System CE, with some units using another product called Sakai and some School of Science and Technology units continuing to use Turing.

UNIT: a part of a course with a code, title and credit point value for which a result is recorded on a student's academic record. Units are identified by an alphanumeric code such as ECON 101. The letter marks a discipline area (Economics in this example) or school and the first number (1) indicates its level (first-year in this example). The second two numbers (01) are randomly selected to create a discrete unit code - ECON101. See also Level.

UNIT OF STUDY: see Unit

UNIT CO-COORDINATOR: an academic staff member with management responsibility for the design, teaching and assessment of a unit.

UNIT HANDBOOK/UNIT INFORMATION: details published by the School (most commonly through the Course and Unit Catalogue and/or School websites) for each of its units, detailing the unit's requirements (content, assessment tasks, submission deadlines and recommended text books).

UNIT OUTLINE: the formal description of the unit which appears in the Course and Unit Catalogue.

UAC (Universities Admissions Centre): an agency – similar to **QTAC** - that provides university admission processing services for NSW universities (UNE is a member).

UNIVERSITY EXAMINATION: a form of assessment supervised by the Student Centre. See also Assessment by Examination Policy.

UNSPECIFIED CREDIT: an outcome from advanced standing expressed in the form of a number of credit points - possibly with no subject attribution (12 credit points at 100-level, for example) or with a general attribution (12 credit points in Mathematics, for example). It is most commonly used where there is no precise equivalent in the University's courses but the previous studies are broadly equivalent. It is usually granted towards meeting the broad general or elective requirements of a course.

WITHDRAWAL: from either a unit or a course. A withdrawal (WD) is an alphanumeric administrative grade code used when a student leaves a unit voluntarily between the census date and the last date voluntary withdrawals are permitted without incurring the academic grade code of WN (withdrawn with failure). Withdrawal also refers to a student voluntarily announcing he/she is discontinuing candidature for a course before it has been completed.

VICE-CHANCELLOR: the chief executive officer of the University.