Glossary of Terms and Abbreviations

Policy
This glossary provides definitions of key acronyms, abbreviations and terminology used in the University of Sydney’s official publications, business communications and systems as at the time of its approval. These definitions may not be altered or re-defined without express approval.

Coverage
This glossary covers a wide range of University functions. It applies to all parts of the University.

(1) Acronyms and abbreviations
Listed below are the more commonly used acronyms and abbreviations that appear in University documents and publications. Where an asterisk is shown against the abbreviation or acronym, a more detailed explanation may be found in the following section “Terminology”.

Abbreviations for courses can be found in the appropriate faculty section of the University Calendar.

AARNet Australian Academic Research Network
AAUT Australian Awards for University Teaching
* AAM Annual Average Mark
ABC Activity Based Costing
ABSTUDY Aboriginal Study Assistance Scheme
* AC21 Academic Consortium 21
ACER Australian Council for Educational Research
ALTC Australian Learning and Teaching Council
ANZAAS Australian and New Zealand Association for the Advancement of Science
APA Australian Postgraduate Awards
APAC Australian Partnership for Advanced Computing
APAI Australian Postgraduate Awards (Industry)
APAI-IT Australian Postgraduate Awards in Information Technology
APDI Australian Postdoctoral Fellowships Industry
APEC Asia-Pacific Economic Co-operation
APD Australian Postdoctoral Fellowship
APF Australian Professorial Fellowship
* APRU Association of Pacific Rim Universities
* AQF Australian Qualifications Framework
ARC Australian Research Council
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>ARTS</td>
<td>Automated Results Transfer System</td>
</tr>
<tr>
<td>ARWU</td>
<td>Academic Ranking of World Universities</td>
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<tr>
<td>ASDOT</td>
<td>Assessment Fee Subsidy for Disadvantaged Overseas Students</td>
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<tr>
<td>ATAR</td>
<td>Australian Tertiary Admissions Rank</td>
</tr>
<tr>
<td>ATN</td>
<td>Australian Technology Network</td>
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<tr>
<td>ATP</td>
<td>Australian Technology Park</td>
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<tr>
<td>AUQA</td>
<td>Australian Universities Quality Agency</td>
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<tr>
<td>AusAID</td>
<td>Australian Agency for International Development</td>
</tr>
<tr>
<td>AUTC</td>
<td>Australian Universities Teaching Committee</td>
</tr>
<tr>
<td>AWA</td>
<td>Australian Workplace Agreements</td>
</tr>
<tr>
<td>BAA</td>
<td>Backing Australia’s Ability</td>
</tr>
<tr>
<td>BITLab</td>
<td>Business Intelligence Lab</td>
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<tr>
<td>CAF</td>
<td>Cost Adjustment Factor</td>
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<tr>
<td>CCE</td>
<td>Centre for Continuing Education</td>
</tr>
<tr>
<td>CDP</td>
<td>Capital Development Program</td>
</tr>
<tr>
<td>CEP</td>
<td>Country Education Profile</td>
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<tr>
<td>CEQ</td>
<td>Course Experience Questionnaire</td>
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<tr>
<td>CFO</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>CHESSN</td>
<td>Commonwealth Higher Education System Student Number</td>
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<td>CIO</td>
<td>Chief Information Officer</td>
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<td>CIS</td>
<td>Campus Infrastructure Services</td>
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<td>COE</td>
<td>Confirmation of Enrolment</td>
</tr>
<tr>
<td>CPSU</td>
<td>Community and Public Sector Union</td>
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<tr>
<td>CR</td>
<td>Credit (grade)</td>
</tr>
<tr>
<td>CRC</td>
<td>Cooperative Research Centre</td>
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<tr>
<td>CRICOS</td>
<td>Commonwealth Register of Institutions and Courses for Overseas Students</td>
</tr>
<tr>
<td>CRRI</td>
<td>Centre for Rural and Regional Innovation</td>
</tr>
<tr>
<td>CSG</td>
<td>Cumberland Student Guild</td>
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<td>CSIRO</td>
<td>Commonwealth Scientific and Industrial Research Organisation</td>
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<td>CSP</td>
<td>Commonwealth Supported Place</td>
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<td>CULT</td>
<td>Combined Universities Language Test</td>
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<td>CUTSD</td>
<td>Committee for University Teaching and Staff Development</td>
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<td>D</td>
<td>Distinction</td>
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<tr>
<td>DAC</td>
<td>Data Audit Committee</td>
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<td>DEEWR</td>
<td>Commonwealth Department of Education, Employment and Workplace Relations</td>
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<tr>
<td>DEST</td>
<td>Commonwealth Department of Education, Science and Training (now known as DEEWR)</td>
</tr>
<tr>
<td>DET</td>
<td>NSW Department of Education and Training</td>
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<tr>
<td>DIAC</td>
<td>Department of Immigration and Citizenship</td>
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<tr>
<td>D-IRD</td>
<td>Discovery-Indigenous Researchers Development Program</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<td>Director of Graduate Studies</td>
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<td>DVC</td>
<td>Deputy Vice-Chancellor</td>
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<td>EB</td>
<td>Enterprise Bargaining</td>
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<tr>
<td>ECR</td>
<td>Early Career Researcher</td>
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<tr>
<td>EFTSU</td>
<td>Equivalent Full-Time Student Unit</td>
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<td>EFTSL</td>
<td>Equivalent Full-Time Student Load</td>
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<td>EIP</td>
<td>Evaluations and Investigations Program</td>
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<td>ELICOS</td>
<td>English Language Intensive Course of Study</td>
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<td>EMU</td>
<td>Electron Microscope Unit</td>
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<td>ERA</td>
<td>Excellence in Research for Australia</td>
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<td>ESRCA</td>
<td>Education Services for Overseas Student Act</td>
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<td>FASS</td>
<td>Faculty of Arts and Social Sciences</td>
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<td>FEE-HELP</td>
<td>Fee – Higher Education Loan Program</td>
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<td>FFT</td>
<td>Fractional Full Time (Equivalent Staff)</td>
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<td>Flexible Student Information System</td>
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<td>Faculty of Health Sciences</td>
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<td>FoR</td>
<td>Field of Research</td>
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<td>FOS</td>
<td>Field of Study</td>
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<td>FTE</td>
<td>Full Time Equivalent (Staff)</td>
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<td>Graduate Careers Council of Australia</td>
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<td>GDS</td>
<td>Graduate Destination Survey</td>
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<td>Go8</td>
<td>Group of Eight</td>
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<td>General Purpose Operating Funds</td>
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<td>Graduate School of Government</td>
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<td>GWSLN</td>
<td>Greater Western Sydney Learning Network</td>
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<td>General Agreement on Trade in Services</td>
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<td>Higher Education Provider</td>
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<td>HERDC</td>
<td>Higher Education Research Data Collection</td>
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<td>HESA</td>
<td>Higher Education Support Act</td>
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<td>Higher School Certificate</td>
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<td>Head of Department</td>
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<td>HOS</td>
<td>Head of School</td>
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<td>HD</td>
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<td>HDR</td>
<td>Higher Degree by Research</td>
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<td>Higher Education Contribution Scheme (replaced by HECS-HELP)</td>
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<td>HECS-HELP</td>
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<td>Higher Education Information Management System</td>
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<td>IAF</td>
<td>Institutional Assessment Framework</td>
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<td>Institute of Advanced Studies</td>
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<td>ICT</td>
<td>Information and Communication Technology</td>
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<td>International English Language Testing Scheme</td>
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<td>Institutional Grants Scheme (DEEWR)</td>
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<td>International Office</td>
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<td>Intellectual Property</td>
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<td>International Postgraduate Research Scholarships</td>
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<td>IREX</td>
<td>International Researcher Exchange Scheme</td>
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<td>ISFP</td>
<td>Indigenous Support Funding Program</td>
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<td>Innovation Summit Implementation Group</td>
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<td>International Student Support Unit</td>
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<td>ITL</td>
<td>Institute for Teaching and Learning</td>
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<td>JASON</td>
<td>Joint Academic Scholarships On-line Network</td>
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<td>LBOTE</td>
<td>Language Background Other Than English</td>
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<td>LMS</td>
<td>Learning Management System</td>
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<td>MCR</td>
<td>Mid Career Researcher</td>
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<td>MISG</td>
<td>Management Information Steering Group</td>
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<td>MNRF</td>
<td>Major National Research Facilities Scheme</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>MRB</td>
<td>Medical Rural Bonded Scholarship Scheme</td>
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<td>MRI</td>
<td>Medical Research Institute</td>
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<td>NBCOTP</td>
<td>National Bridging Courses for Overseas Trained Program</td>
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<td>NCG</td>
<td>National Competitive Grant</td>
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<td>NESB</td>
<td>Non-English-Speaking Background</td>
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<td>NHMRC</td>
<td>National Health and Medical Research Council</td>
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<td>NOIE</td>
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<td>NOOSR</td>
<td>National Office for Overseas Skill Recognition</td>
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<td>NRSL</td>
<td>Non-Recent School Leaver</td>
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<td>NSW VCC</td>
<td>New South Wales Vice-Chancellors' Conference</td>
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<td>National Tertiary Education Industry Union</td>
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<td>NUS</td>
<td>National Union of Students</td>
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<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
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<td>OLA</td>
<td>Open Learning Australia</td>
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<td>OMI</td>
<td>Operating Margin available for Infrastructure</td>
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<td>OPRS</td>
<td>Overseas Postgraduate Research Scholarships</td>
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<td>OS-HELP</td>
<td>Overseas Study – Higher Education Loan Program</td>
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<td>P</td>
<td>Pass</td>
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<td>PELS</td>
<td>Postgraduate Education Loans Scheme (replaced by FEE-HELP)</td>
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<td>PCON</td>
<td>Pass (Concessional)</td>
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<td>Abbreviation</td>
<td>Description</td>
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<td>PSO</td>
<td>Planning Support Office</td>
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<td>Quality Assurance</td>
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<td>Quality Advisory and Coordination Group</td>
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<td>QS</td>
<td>Quacquarelli Symonds</td>
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<td>R&amp;D</td>
<td>Research and Development</td>
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<td>R&amp;R</td>
<td>Restructuring and Rationalisation Program</td>
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<tr>
<td>RC</td>
<td>Responsibility Centre</td>
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<td>REG</td>
<td>Research and Earmarked Grants</td>
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<td>REP</td>
<td>Research Education Program</td>
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<td>RFM</td>
<td>Relative Funding Model</td>
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<td>RIAP</td>
<td>Research Institute for Asia and the Pacific</td>
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<td>RIBG</td>
<td>Research Infrastructure Block Grant (DEEWR)</td>
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<td>RIEF</td>
<td>Research Infrastructure Equipment and Facilities Scheme</td>
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<td>RIMS</td>
<td>Research Information Management System</td>
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<td>RISF</td>
<td>Restructuring Initiatives Support Fund</td>
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<td>Risk Management Office</td>
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<td>ROA</td>
<td>Record of Achievement</td>
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<td>RQ</td>
<td>Research Quantum</td>
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<td>RQF</td>
<td>Research Quality Framework</td>
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<td>Recognition Quality Unit (Higher Education Division – DEEWR)</td>
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<td>RRTMR</td>
<td>Research and Research Training Management Reports</td>
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<td>RSL</td>
<td>Recent School Leaver</td>
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<td>RTS</td>
<td>Research Training Scheme (DEEWR)</td>
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<td>SAS</td>
<td>Statistical Analysis System</td>
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<td>SASCA</td>
<td>Student Association of Sydney College of the Arts</td>
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<td>SCA</td>
<td>Sydney College of the Arts</td>
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<td>SCEQ</td>
<td>Sydney Course Experience Questionnaire</td>
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<td>SCM</td>
<td>Sydney Conservatorium of Music</td>
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<td>SCR</td>
<td>Science Capability Review</td>
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<td>SDF</td>
<td>Strategic Development Fund</td>
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<td>SEG</td>
<td>Senior Executive Group</td>
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<td>SES</td>
<td>Socioeconomic Status</td>
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<td>Scholarship Index</td>
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<td>SLAM</td>
<td>School of Letters, Arts and Media</td>
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<td>SLC</td>
<td>School of Languages and Culture</td>
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<td>SLE</td>
<td>Student Learning Entitlement</td>
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<td>SNA</td>
<td>Safety Net Adjustment</td>
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<td>SOPHI</td>
<td>School of Philosophical and Historical Inquiry</td>
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<td>SPR</td>
<td>Student Progress Rate</td>
</tr>
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<td>SRC</td>
<td>Students' Representative Council</td>
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<td>SSP</td>
<td>Special Studies Program</td>
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<td>SSPS</td>
<td>School of Social and Political Sciences</td>
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<tr>
<td>SSR</td>
<td>Student/Staff Ratio</td>
</tr>
<tr>
<td>STABEX</td>
<td>Study Abroad Exchange (database)</td>
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<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>SUPRA</td>
<td>Sydney University Postgraduate Representative Association</td>
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<tr>
<td>SUSF</td>
<td>Sydney Uni Sport &amp; Fitness</td>
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<td>TAFE</td>
<td>Technical and Further Education</td>
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<tr>
<td>TOEFL</td>
<td>Test of English as a foreign language</td>
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<tr>
<td>TPI</td>
<td>Teaching Performance Indicator</td>
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<tr>
<td>UAC</td>
<td>Universities Admissions Centre</td>
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<tr>
<td>UAI</td>
<td>Universities Admission Index (replaced by ATAR)</td>
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<tr>
<td>UES</td>
<td>University Experience Survey</td>
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<tr>
<td>* UMAP</td>
<td>University Mobility in Asia and the Pacific</td>
</tr>
<tr>
<td>UNESCO</td>
<td>United Nations Educational, Scientific and Cultural Organisation</td>
</tr>
<tr>
<td>UNSW</td>
<td>University of New South Wales</td>
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<tr>
<td>UPA</td>
<td>University Postgraduate Awards</td>
</tr>
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<td>USAP</td>
<td>University of Sydney Association of Professors</td>
</tr>
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<td>USU</td>
<td>University of Sydney Union</td>
</tr>
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<td>UTS</td>
<td>University of Technology, Sydney</td>
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<td>VCAC</td>
<td>Vice-Chancellor's Advisory Committee</td>
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<td>VET</td>
<td>Vocational Education and Training</td>
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<td>VSU</td>
<td>Voluntary Student Unionism</td>
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<td>WAM</td>
<td>Weighted Average Mark</td>
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<td>WRP</td>
<td>Workplace Reform Program</td>
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<tr>
<td>WTO</td>
<td>World Trade Organization</td>
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<tr>
<td>YFE</td>
<td>Year of First Enrolment</td>
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</table>
(2) Terminology
This glossary defines terminology in use at the University of Sydney.

Academic Board
The senior academic body within the University. The Academic Board has, as principal responsibility, to maintain the highest standards in teaching, scholarship and research at the University and advises Senate and the Vice-Chancellor in that regard. In conjunction with faculties, the Academic Board has responsibility for approving new or amended courses and endorsing faculty development of units of study. The Board is also responsible for the formulation and review of policies, guidelines and procedures in relation to academic matters. (For further information, see the University of Sydney (Academic Governance) Rule 2003 (as amended).)

Academic Consortium 21 (AC21)
An international network, of which the University is a member, that comprises educational, research and industrial organisations throughout the world with the objective of encouraging the further advancement of global cooperation to the benefit of higher education and to contribute to world and regional society.

Academic cycle
The program of teaching sessions offered over a year. Currently the cycle runs from the enrolment period for Semester One through to the completion of the processing of results at the end of Semester Two. (See also Stage, Academic Year.)

Academic dishonesty
Academic dishonesty occurs when one person presents another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive. Academic dishonesty also covers recycling, fabrication of data, engaging another person to complete an assessment or cheating in exams. (See also Plagiarism.)

Academic record
The complete academic history of a student at the University. It includes, among other things: personal details; all units of study and courses taken; assessment results (marks and grades); awards and prizes obtained; infringements of progression rules; approvals for variation in course requirements and course leave; thesis and supervision details.

Access to a student’s academic record is restricted to authorised University staff and is not released to a third party without the written authorisation of the student. (See also Academic transcript.)

Academic transcript
A printed statement setting out a student's academic record at the University. There are two forms of academic transcript: external and internal. (See also Academic record, External transcript, Internal transcript.)

Academic year
The current calendar year in which a student is enrolled. (See also Academic cycle, Stage.)
**ad eundem gradum**
Long-standing full-time members of the University's academic and general staff who are not graduates of the University may be considered by Senate, upon their retirement, for admission *ad eundem gradum* ("to the same degree"), to an appropriate degree of the University.

**Admission**
Governed by the University’s admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a course at the University. Admission to most undergraduate courses is based on performance in the HSC, with applicants ranked on the basis of their Australian Tertiary Admissions Rank (ATAR). Other criteria such as a portfolio, interview, audition, or results in standard tests may also be taken into account for certain courses. Admission to postgraduate courses is normally on the basis of performance in a prior undergraduate degree and other criteria as specified in the relevant degree resolutions.

*Admission basis*
The main criteria used by a faculty in assessing an application for admission to a course. The criteria used include, among other things, previous secondary, TAFE or tertiary studies; work experience; special admission; and the Australian Tertiary Admissions Rank (ATAR).

*Admission (deferment)*
An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle. (N.B. this is currently under review.)

*Admission mode*
A classification based on how a student was admitted to a course, for example ‘UAC’ or ‘direct’.

*Admission period*
The period during which applications for admission to courses are considered.

*Admission year*
The year the student expects to begin the course. (See also *Commencement date*.)

**Advanced diplomas**
See *Course*.

**Advanced standing**
See *Credit*.

**Aegrotat**
In exceptional circumstances involving serious illness or death of a student prior to completion of their course, the award of *aegrotat* and posthumous degrees and diplomas may be made.

**Alumni**
See *Graduate*. 
Alumni Sidneiensis
A searchable database of graduates of the University from 1857 to approximately 30 years prior to the current year.

Annual Average Mark (AAM)
The average mark over all units of study attempted in a given academic year (equivalent to the calendar year).

The formula for this calculation is:

\[
\frac{\sum (\text{mark} \times \text{credit pt value})}{\sum \text{credit pt value}}
\]

(sums over all units of study completed in the selected period)

Where the mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included.

Annual progress report
A form which is used to monitor a research student’s progress each year. The form provides for comments by the student, the supervisor, the head of department and the dean (or their nominee). The completed form is attached to the student’s official file.

Appeals
Students may lodge an appeal against academic or disciplinary decisions. Refer to the University Calendar for procedure.

Appeals against an academic decision
A student may appeal to the Student Appeals Body against a decision by the University that affects the academic assessment or progress of a student within his or her award course, including a decision:

(a) to exclude a student in accordance with the University of Sydney (Coursework) Rule 2000 (as amended)
(b) not to readmit or re-enrol a student following exclusion in accordance with the University of Sydney (Coursework) Rule 2000 (as amended)
(c) to terminate a student’s candidature for a postgraduate award.
(See also Student Appeals Body.)

Appeal against a disciplinary decision
A student may appeal to the Student Disciplinary Appeals Committee against a determination being:

(a) a finding by the Vice-Chancellor or the student Proctorial Board that the student is guilty of misconduct
(b) the imposition of a penalty upon the student by the Vice-Chancellor or the Student Proctorial Board
(c) an order made by the Vice-Chancellor or the Student Proctorial Board.
(See also Student Disciplinary Appeals Committee.)
Assessment
The process of measuring the performance of students in units of study and courses. Performance may be assessed by examinations, essays, laboratory projects, assignments, theses, treatises or dissertations. (See also Result processing, Result processing schedule.)

Formative assessment
Formative assessment is used principally to provide students with feedback on their progress in learning. It reinforces successful learning, and is an opportunity for students to expose the limitations in their knowledge and understanding.

Summative assessment
Summative assessment is used to certify competence, or to rank students by order of merit. It certifies the attainment of a standard, and is used as the basis for progression to the next part of a program, or to graduation.

Associate supervisor
A person who is appointed in addition to the supervisor of a research student, to provide particular expertise or additional experience in supervision. (See also Instrumental supervisor (teacher), Research supervisor, Supervision.)

Association of Pacific Rim Universities (APRU)
A consortium of leading research universities in the Pacific Rim, of which the University is a member, which aims to foster education, research and enterprise thereby contributing to the economic, scientific and cultural advancement in the Pacific Rim.

Assumed knowledge
For some units of study, a student is assumed to have passed a relevant subject at the HSC; this is called assumed knowledge. While students are generally advised against taking a unit of study for which they do not have the assumed knowledge, they are not prevented from enrolling in the unit of study. (See also Pre-requisite.)

Attendance mode or attendance pattern
The attendance pattern for a course is full-time, part-time or external, depending on the student attendance requirements and the student load.

Australian Qualifications Framework (AQF)
The framework for recognition and endorsement of qualifications established by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

Australian Tertiary Admissions Rank (ATAR)
A measure of overall academic achievement in the HSC that helps universities rank applicants for university selection. The ATAR is a rank of any student's performance relative to other students, is calculated from the aggregate of scaled marks in ten units of the HSC (2 best English units plus 8 other units, including only 2 category B units) and is presented as a number between 0.00 and 99.95 with increments of 0.05. The ATAR replaced the Universities Admissions Index (UAI) in June 2009.
**Austudy**
Austudy provides financial help to students who are aged 25 years or more who meet the required criteria and who are undertaking an approved full-time course at an approved institution. (See also *Youth Allowance*.)

**Automated Results Transfer System (ARTS)**
This system was developed by the Australasian Conference of Tertiary Admissions Centres (ACTAC) to allow the electronic academic record of a student to be accessed, via an admission centre, by tertiary institutions.

**Bachelor’s degree**
The highest undergraduate award offered at the University. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent. (See also *Course*.)

**Board of studies**
An academic body that supervises a course or courses, and which is similar to a faculty except that it is headed by a chair rather than a dean.

**Bursaries**
Financial awards made to students, based primarily on need. (See also *Scholarships*).

**Calendar**
See *University Calendar*.

**Cadigal Program**
A program, named in recognition of the Aboriginal people of the land on which the University is located, designed to increase the successful participation of Aboriginal and Torres Strait Islander people in degree courses in all faculties at the University of Sydney.

**Campus**
The grounds on which the University is situated. There are nine campuses of the University of Sydney:
- Burren Street (Institute for International Health, Institute of Transport and Logistics Studies)
- Camperdown and Darlington (formerly known as Main Campus)
- Camden (Agriculture, Food and Natural Resources; and Veterinary Science)
- Conservatorium (Sydney Conservatorium of Music)
- Cumberland (Health Sciences)
- Mallett Street (Nursing and Midwifery)
- Rozelle (Sydney College of the Arts)
- St James (Law)
- Surry Hills (Dentistry).

**Cancellation of Enrolment**
The University may cancel a student’s enrolment for non-payment of fees. (See www.usyd.edu.au/fstudent/international/postgrad/costs/cancellationpolicy.shtml)
Candidature
A person is ‘admitted to candidature’ on the date on which he or she accepts the University's offer of admission to an award course, in accordance with University and government requirements as amended from time to time. There are maximum periods and in some cases minimum periods of candidature depending on the award course and whether the candidate is a full-time or part-time student.

Census date
The date at which a student's enrolment, load and student contribution liability are finalised before this information is reported to DEEWR. (See also Commonwealth-Supported Place, HECS-HELP)

Ceremony
See Graduation ceremony.

Chancellor
The non-executive head of the University. An honorary position, the Chancellor presides over meetings of the University’s governing body, the Senate, and important ceremonial occasions such as graduations.

Clinical experience
Students undertake clinical placements in a professional environment as part of their course requirements. Many require University-approved supervision. In order to undertake clinical placements a student may be required to fulfil additional requirements.

Combined degree
A combined degree is a single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions). (See also Double Degree.)

Commencement date
The date a student’s candidature commences.

Commonwealth Supported Place (CSP)
(Previously known as a HECS Place.) A student in a Commonwealth Supported Place makes a contribution towards the cost of their education (known as the student contribution) while the Australian Government contributes the majority of the cost.

Confirmation of Enrolment notice (COE)
This notice is issued to each student after enrolment, showing the course and the units of study in which the student is enrolled, together with the credit point value of the units of study and the student-contribution weights. Until all fees are paid, it is issued provisionally.

A new confirmation of enrolment notice is produced every time a student’s enrolment is varied.
Conjoint ventures
This is when two or more institutions co-operate to provide a unit or course of study to postgraduate coursework students. In these arrangements, students enrolled for a degree at one institution complete one or more units of study at the other institution to count towards the award program at their ‘home’ institution.

Continuing professional education
A process which provides a number of programs of continuing education courses for professionals as they move through their career. These programs are currently administered by the Centre for Continuing Education (CCE) and a number of departments and foundations across the University. This process supports the ‘whole-of-life’ learning concept and involves the maintenance of a long-term relationship between the student and the University.

Convocation
A body that comprises: the Fellows and former Fellows of the Senate of the University of Sydney; members of the former governing bodies of the institutions with which the University has amalgamated or their predecessors; the graduates of the University of Sydney, including graduates of the institutions with which the University has amalgamated or their predecessors; professors and other full-time members of the academic staff of the University; and principals of the incorporated colleges.

Core unit of study
A unit of study that is compulsory for a particular course or subject area. (See also Unit of study.)

Co-requisite
A unit of study which (unless it has already been completed) must be undertaken concurrently with a given unit of study. These are determined by the faculty or board of studies concerned, and published annually. (See also Pre-requisite, Waiver.)

Cotutelle scheme
Agreement between the University and any overseas university for joint supervision and examination of a PhD student as part of an ongoing co-operative research collaboration. If successful, the student receives a doctorate from both universities with each testamur acknowledging the circumstances under which the award was made.

Course
A program of study at the University of Sydney.

Award course
A formal course of study that will see attainment of a recognised award. Award courses are approved by Academic Board. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research. (See also Bachelor’s degree, Course rules, Diploma, Doctorate, Major, Master’s degree, Minor, PhD, Stream.)

Non-award course
Studies undertaken by students that do not lead to an award from the University. Non-award courses include professional development programs. (See also Cross-institutional enrolment.)

Coursework
An award course not designated as a research award course. While the program of study in a coursework award course may include a component of original work, other forms of instruction and learning normally will be dominant.

Research
A course in which at least 66 per cent of the overall course requirements involve students undertaking supervised research over a prescribed period of time, leading to the production of a thesis or other piece of written or creative work.

Course alias
A unique five-character alpha-numeric code which identifies a University course.

Course code
See Course alias.

Course leave
Students are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the supervising faculty for a minimum of one semester. Students on leave are regarded as having an active candidature, but they are not entitled to a student card. At undergraduate level, leave is not counted towards the total length of the course. Students who are absent from study without approved leave may be discontinued and may be required to formally reapply for admission. (See also Progression)

Course rules
Rules that govern the allowable enrolment of a student in a course. Course rules may be expressed in terms of types of units of study taken, length of study, and credit points accumulated, e.g. a candidate may not enrol in units of study that have a total value of more than 32 credit points per semester. Course rules also govern the requirements for the award of the course, e.g. a candidate must have completed a minimum of 144 credit points. (See also Course, Co-requisite, Pre-requisite.)

Course transfer
Applies to students transferring between courses, either within the University of Sydney, or between institutions. In some circumstances a student may be eligible to transfer to a course direct, i.e. without re-applying for admission.

Credit
The recognition of previous studies successfully completed at the University of Sydney, or another university or tertiary institution recognised by the University of Sydney, as contributing to the requirements of the course to which the applicant requesting such recognition has been admitted. Credit may be granted as specified credit or non-specified credit.
Specified credit
The recognition of previously completed studies as directly equivalent to units of study.

Non-specified credit
A ‘block credit’ for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study.
(See also Annual Average Mark (AAM), Waiver, Weighted Average Mark (WAM).)

Credit points
The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study has a six credit point value assigned to it. The total number of credit points required for completion of award courses will be specified in the Senate Resolutions relevant to the award course.

Cross-institutional enrolment
An enrolment in units of study at one university to count towards an award course at another university.

Data Audit Committee (DAC)
The Data Audit Committee’s role is to oversee the integrity and accuracy of the course and unit of study data as strategic University data. It also advises the Academic Board on suggested policy changes related to course and unit of study data. A sub-committee of the VCAC Enrolment Working Party, it is chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and the Planning Support Office.

Deadlines (enrolment variations)
See Enrolment variation.

Deadlines (fees)
The University has deadlines for the payment of course and other fees. Students who do not pay fees by these deadlines may have their enrolment cancelled or they may have a barrier placed on the release of their record. (See also Cancellation of enrolment.)

Dean
The head of a faculty, or the principal or director of a college (such as the Sydney Conservatorium of Music or the Sydney College of Arts).

Dean’s Certificate
A statement from a faculty dean certifying that all requirements, including fieldwork and practical work, have been met and that the student is eligible to graduate. Not all faculties use Dean’s Certificates. In faculties that do, qualified students have ‘Dean’s Certificate’ noted on their academic record.

Deferment (Deferral)
See Admission (deferment), Course leave.
Degree
See also Bachelor’s degree, Course.

Delivery mode
Indicates how students receive the instruction for a unit of study. The delivery mode must be recorded for each unit as distinct from the attendance mode of the student, i.e. an internal student may take one or more units by distance mode and an external student may attend campus for one or more units.

Distance education
Where subject matter is delivered in a more flexible manner, such as correspondence notes, and student may only attend campus if required. (See also Distance Education, Extended Semester, International – Off shore studies.)

Intensive on campus
Core content is delivered with support learning in an intensive (one or more days) format on campus. Participation is usually compulsory. Previously this may have been called residential, block mode, or weekend workshop.

On Campus (normal)
Attendance of scheduled lectures, tutorials etc at a campus of the University.

Department
A department is the academic unit responsible for teaching and examining a unit of study. It may be called a school, a department, a centre or a unit within the University. (See also School.)

Department of Education, Science and Training (DEST)
Previous name of the federal government department now known as DEEWR.

Department of Education, Employment and Workplace Relations (DEEWR)
The federal government department responsible for higher education.

Diploma
The award granted following successful completion of diploma course requirements. A diploma course usually requires less study than a degree course. (See also Course.)

Direct admissions
For some courses, applications may be made directly to the University. Applications are received by faculties or the International Office, and considered by the relevant department or faculty body. Decisions are recorded and letters are forwarded to applicants advising them of the outcome. (See also Admission, Universities Admissions Centre (UAC).)

Disability information
Students may inform the University of any temporary or permanent disability which affects their life as a student. Disability information is recorded but it is only available to particular authorised users because of its sensitive nature. and students will be informed about how it is used.
**Disciplinary action**
Undertaken as the result of academic or other misconduct, e.g. plagiarism, cheating, security infringement, criminal activity.

**Discipline**
A defined area of study, for example, chemistry, physics, economics.

**Discipline group**
A DEEWR code used to classify units of study in terms of the subject matter being taught or being researched.

**Discontinuation (course)**
See *Enrolment variation*.

**Discontinuation (unit of study)**
See *Enrolment variation*.

**Dissertation**
A written exposition of a topic which may include original argument substantiated by reference to acknowledged authorities. It is a required unit of study for some postgraduate award courses in the Faculties of Architecture, Design and Planning, and Law.

**Distance education**
Where a student does not attend campus on a daily basis for a given course or unit of study. (See also *Delivery mode, Extended Semester.*)

**Doctorate**
A high-level postgraduate award. A doctorate course may involve research only or a mixture of research and coursework; the candidate submits a thesis that is an original contribution to the field of study. (See also *Course, PhD.*)

**Domestic student**
A student who is not an international student (see also *Local Student*).

**Double degree**
A double degree is a program where students are permitted by participating faculties (and/or by specific resolutions within a single award) to transfer between courses in order to complete two awards.

**Downgrade**
In some circumstances a student enrolled in a PhD may transfer to a Master’s by research, either on the recommendation of the University on the basis that the research they are undertaking is not at an appropriate level for a PhD, or at the student’s own request, for personal or academic reasons.

**Elective**
A unit of study within a degree, usually an option within a course. Electives allow more detailed study of a particular subject.
Embedded courses
Award courses in the Graduate Certificate, Graduate Diploma and Master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards, e.g. the Graduate Certificate in Information Technology, Graduate Diploma in Information Technology and Master of Information Technology.

Enrolled Student
A person enrolled in an award course of the University.

Enrolment
Refers to a period of time in a Student’s candidature,
(a) commencing at the time the Student has complied with all government and University requirements for enrolment; and
(b) unless the Student re-enrols, ceasing at the date on which:
   i. the University cancels, or the Student withdraws from or discontinues enrolment; or
   ii. the next new enrolment period commences.

A student enrolls in a course by registering with the supervising faculty in the units of study or program of research to be taken in the coming year, semester or session.

   Commencing
   An enrolment is classified as commencing if a student has enrolled in a particular degree or diploma for the first time.

   Continuing
   Students already in a course at the University re-enrol each year or semester. Most continuing students are required to pre-enrol. (See also Pre-enrolment.)

   Enrolment list
   A list of all currently enrolled students in a particular unit of study. (See also Unit of study.)

Enrolment variation
Students may vary their enrolment at the beginning of each semester. Each faculty determines its deadlines for variations, but student-contribution liability depends on the Commonwealth census date. (See also Commonwealth-Supported Place.)

Equivalent Full-Time Student Unit (EFTSU)
(See EFTSL.)

Equivalent Full-Time Student Load (EFTSL)
The equivalent full-time student load (EFTSL) for a year. It represents the annual study load of a student undertaking a particular course of study on a full-time basis.

Examination
A set of questions or exercises evaluating a student’s knowledge of a given subject area. (See Assessment, Examination period.)

Examination period
The time set each semester for the conduct of formal examinations.
Examiner (coursework)
The person assessing either the written/oral examination, coursework assignments, presentations, etc of a student or group of students.

Exchange student
Either a student of the University of Sydney who is participating in a formally agreed program involving study at an overseas university or an overseas student who is studying here on the same basis. The International Office provides administrative support for some exchanges.

Exclusion
A faculty may ask a student whose academic progress is considered to be unsatisfactory to ‘show good cause’ why the student should be allowed to re-enrol. If the faculty deems the student’s explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a course or faculty. An excluded student may apply to the faculty for permission to re-enrol. Normally, at least two years must have elapsed before such an application would be considered.

University policy relating to exclusion is set out in the University Calendar. (See also Appeals, Progression.)

Exemption
A decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment. (See also Credit, Waiver.)

Expulsion
The ultimate penalty of disciplinary action is to expel the student from the University. The effect of expulsion is:
- the student is not allowed to be admitted or to re-enrol in any course at the University;
- the student does not receive their results;
- the student is not allowed to graduate; and
- the student does not receive a transcript or testamur.

Extended semester
A distance-learning student may be allowed more time to complete a module or program if circumstances beyond the student’s control, such as illness, affect the student’s ability to complete the module or program in the specified time. (See also Distance Education.)

External
See Attendance mode or attendance pattern, Distance Education.

External transcript
A certified statement of a student’s academic record printed on official University security paper. It includes the student’s name, any credit granted, all courses the student was enrolled in and the final course result and all units of study attempted within each course together with the result. It also acknowledges prizes the student
has received. Marks can be included or omitted, as required. (See also Academic transcript, Internal transcript.)

Faculty
A formal part of the University’s academic governance structure, consisting mainly of academic staff members and headed by a dean, which is responsible for all matters concerning the award courses that it supervises. Usually, a faculty office administers the faculty and student or staff enquiries related to its courses. The University Calendar sets out the constitution of each of the University’s faculties. (See also Board of studies, Supervising faculty.)

Faculty handbook
An annual University publication for each faculty, that provides detailed information about the faculty, its courses and resolutions.

FEE-HELP
FEE-HELP is an interest-free loan facility available to fee-paying postgraduate students undertaking coursework programs.

Fee-paying students
Students who pay tuition fees to the University and are not liable for student contributions to a Commonwealth-Supported Place (see Commonwealth-Supported Place). The Commonwealth does not contribute towards the cost of the education of fee-paying students. Annual fees vary between the faculties. Students pay a per semester fee.

Fellows of Senate
Members of the governing body of the University who are either elected, appointed or ex-officio.

Flexible learning
See Delivery mode, Distance Education.

Flexible start date
Full fee-paying distance students are not restricted to the same enrolment time frames as campus-based or Commonwealth-supported students.

Flexible Student Information System (FlexSIS)
The computer-based Flexible Student Information System at the University of Sydney. FlexSIS holds details of courses and units of study offered by the University and the complete academic records of all students enrolled at the University.

Formative assessment
See Assessment.

Full-time student
See also Attendance Pattern, EFSTL.
**Grade**
The outcome for a unit of study linked with a mark range. For example, a mark in the range 85 to 100 attracts the grade ‘high distinction’ (‘HD’). (See also *Mark.*)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Comment</th>
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<tbody>
<tr>
<td>HD</td>
<td>High distinction</td>
<td>a mark of 85–100</td>
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<tr>
<td>D</td>
<td>Distinction</td>
<td>a mark of 75–84</td>
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<tr>
<td>CR</td>
<td>Credit</td>
<td>a mark of 65–74</td>
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<tr>
<td>P</td>
<td>Pass</td>
<td>a mark of 50–64</td>
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<tr>
<td>R</td>
<td>Satisfied</td>
<td>This is used in pass/fail only outcomes.</td>
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<td>requirements</td>
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<td>UCN</td>
<td>Unit of study</td>
<td>Used at the end of semester for units of study</td>
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<td>continuing</td>
<td>that have been approved to extend into a</td>
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<td>following semester. This will automatically</td>
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<td>flag that no final result is required until</td>
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<td>the end of the last semester of the unit of</td>
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<td>study.</td>
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<tr>
<td>PCON</td>
<td>Pass (concessional)</td>
<td>A mark of 46–49. Use of this grade is</td>
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<td>restricted to those courses that allow for</td>
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<td>a concessional pass of some kind to be</td>
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<td>awarded. A student may re-enrol in a unit of</td>
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<td>study for which the result was PCON. Each</td>
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<td>faculty will determine and state in its</td>
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<td>course regulations what proportion, if any,</td>
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<td>may count – e.g., ‘no more than one sixth of</td>
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<td>the total credit points for a course can be</td>
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<td>made up from PCON results’.</td>
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<tr>
<td>F</td>
<td>Fail</td>
<td>A mark of 0–49. This grade may be used for</td>
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<td>students with marks of 46–49 in those</td>
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<td>faculties which do not use PCON.</td>
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<tr>
<td>AF</td>
<td>Absent fail</td>
<td>Includes non-submission of compulsory work</td>
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<td>(or non-attendance at compulsory labs, etc)</td>
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<td>as well as failure to attend an examination.</td>
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<td>W</td>
<td>Withdrawn</td>
<td>Not recorded on an external transcript. This</td>
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<td>result that obtains where a student applies</td>
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<td>to discontinue a unit of study by the</td>
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<td>Commonwealth census date (i.e. within the</td>
</tr>
<tr>
<td></td>
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<td>first four weeks of enrolment).</td>
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<tr>
<td>DNF</td>
<td>Discontinued –</td>
<td>Not recorded on an external transcript. This</td>
</tr>
<tr>
<td></td>
<td>not to count as</td>
<td>result applies automatically where a student</td>
</tr>
<tr>
<td></td>
<td>failure</td>
<td>discontinues after the Commonwealth Census</td>
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<td>Date but before the end of the seventh week</td>
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<td>of the semester (or before half of the unit</td>
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<td></td>
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<td>of study has run, in the case of units of</td>
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<td>study which are</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Comment</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
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</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
<td>This result is used when examiners have grounds (such as illness or misadventure) for seeking further information or for considering additional work from the student before confirming the final result. Except in special cases approved by the Academic Board, this result will be converted to a normal permanent passing or failing grade either: by the dean at the review of examination results conducted pursuant to section 2 (4) of the Academic Board policy 'Examinations and Assessment Procedures'; or automatically to an AF grade by the third week of the immediately subsequent academic session. Deans are authorised to approve the extension of a MINC grade for individual students having a valid reason for their incomplete status.</td>
</tr>
<tr>
<td>UCN</td>
<td>Incomplete</td>
<td>A MINC or INC grade is converted, on the advice of the dean, to UCN when all or many students in a unit of study have not completed the requirements of the unit. The students may be engaged in practicum or clinical placements, or in programs extending beyond the end of semester (e.g. Honours).</td>
</tr>
</tbody>
</table>

**Graduand**
A student who has completed all the requirements for an award course but has not yet graduated. (See also *Graduation, Potential graduand.*)

**Graduate**
A person who holds an award from a recognised tertiary institution. (See also *Graduand, Graduation.*)

**Graduate Certificate**
See *Course*.

**Graduate Diploma**
See *Course*.

**Graduate-entry degree**
A Bachelor's, or undergraduate, degree that requires another undergraduate degree as a prerequisite of entry. Examples of graduate-entry degrees at the University of Sydney include the Medical Program, Graduate Law and the Bachelor of Dentistry.
Graduation
The formal conferring of awards either at a ceremony or in absentia. (See also In absentia, Potential graduand.)

Graduation ceremony
A ceremony where the Chancellor confers awards upon graduands.

Group of Eight (Go8)
The Group of Eight represents Australia's major research-intensive universities. Its membership comprises the vice-chancellors (presidents) of the Australian National University, Monash University, the University of Adelaide, the University of Melbourne, the University of New South Wales, the University of Queensland, the University of Sydney and the University of Western Australia.

The Go8 works to ensure a consistent and sustainable policy environment which maximises the wide-ranging economic, social and cultural benefits to the Australian community of higher education and which ensures Australian universities are recognised as among the best in the world.

Group work
Means a formally established project to be carried out by a number of students working together that results in a single piece of assessment or a number of associated pieces of assessment. (See also Legitimate co-operation.)

Handbook
See Faculty handbook.

Head of Department/Head of School (HOD/HOS)
The head of the academic unit that has responsibility for the relevant unit of study, or equivalent program leader.

HECS-HELP
An eligible student in a Commonwealth Supported Place can apply for assistance in paying their student contribution. This may take the form of a HECS-HELP loan to pay for all or some of the student contribution, or a HECS-HELP discount if all (or at least $500) of the student contribution is paid by the census date.

Higher Education Contribution Scheme (HECS)
(See HECS-HELP)

Honorary degrees
A degree honoris causa is conferred on a person whom the University wishes to honour. It derives from the Latin translation of “for the purpose of honouring”.

Honours
Some degrees may be completed ‘with Honours’. This may involve either the completion of a separate Honours year or additional work in the later years of the course. Honours are awarded in a class (Class I, Class II – which may have two divisions, or Class III).
NSW Higher School Certificate (HSC)
The NSW Higher School Certificate (HSC), which is normally completed at the end of year 12 of secondary school. The Australian Tertiary Admissions Rank (ATAR) is computed from a student’s performance in the HSC and gives a maximum rank of 99.95.

In absentia
Latin for “in the absence of”. Awards are conferred in absentia when graduands do not, or cannot, attend the graduation ceremony scheduled for them. Those who have graduated in absentia may later request that they be presented to the Chancellor at a graduation ceremony. (See also Graduation.)

Instrumental supervisor / teacher
All students at the Sydney Conservatorium of Music and BMus students on the Camperdown Campus have an instrumental teacher appointed. (See also Associate supervisor, Research supervisor, Supervision.)

Internal mode
See Attendance mode or attendance pattern.

Internal transcript
A record of a student’s academic record for the University’s own internal use. It includes the student’s name, student identifier (SID), address, all courses in which the student was enrolled and the final course result, and all units of study attempted within each course together with the unit of study result. (See also Academic transcript, External transcript.)

International student
Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. An international student is required to hold a visa that allows study in Australia, and may be liable for international tuition fees.

Fee paying
A private International Student who is liable to pay tuition fees for their studies with the University.

Fee paying – outgoing exchange
An international fee-paying student undertaking short-term study at a recognised overseas institution with which the University has a student exchange agreement. Exchange study counts towards the student’s University of Sydney award and students remain enrolled in their University of Sydney course during the period of exchange.

International – non-award or cross-institutional
An international fee-paying student undertaking non-award study at the University on a cross-institutional basis. They are liable to pay fees for the study they undertake at the University, but there is no compliance reporting requirement, which rests with their ‘home’ institution.
**International – sponsored**
A private international student who is fully sponsored for their tuition; their sponsorship may also cover overseas health cover and compulsory subscriptions.

**Offshore studies**
International offshore students undertake their program of study at one of the University’s offshore campuses and hence do not enter Australia; therefore they do not require a visa. They are distinct from international students who are on outbound exchange programs as they never enter Australia during their program of study.

**Short course**
An international fee-paying student undertaking a short course with the University of Sydney comprising such programs as international development programs, executive training or study visits. The study undertaken by these students is non-award and generally a student visa is not required.

**Sponsored award**
An international student sponsored by the Australian government, undertaking a program of study at the University. Currently Australian Development Scholarships holders, funded by AusAID, are the only students in this category. These students are fully sponsored for their tuition and other costs such as travel and health cover, and are paid a stipend.

**Study Abroad**
An international student who is undertaking short-term study at the University under the Study Abroad scheme. Study Abroad students must have completed at least one year of study towards a degree at a recognised institution in their home country and must be continuing towards the degree of their home institution. (See also Local student, Student type.)

**Learning entitlement**
(See Student learning entitlement.)

**Leave**
See Course leave.

**Legitimate co-operation**
Any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students. (See also Group work.)

**Load**
The sum of the weights of all the units of study in which a student is enrolled. The weight is determined by the proportion of a full year’s work represented by the unit of study in the degree or diploma for which the student is a candidate. Student load is measured in terms of Equivalent Full-Time Student Load (EFTSL). (See also Equivalent Full-Time Student Load (EFTSL).)
Local student
Local students are defined as an Australian or New Zealand citizen or an Australian permanent resident. (See also Commonwealth-Supported Place, Domestic student, International student.)

Major
A field of study chosen by a student to represent their principal interest. This would consist of specified units of study from later stages of the award course. Students select and transfer between majors by virtue of their selection of units of study. One or more majors may be awarded upon the graduand’s assessment of study. (See also Course, Minor, Stream.)

Major timetable clash
The term used when a student attempts to enrol in units of study that have so much overlap in the teaching times that it is decided they may not enrol in the units simultaneously.

Mark
An integer (rounded if necessary) from 0 to 100 indicating a student’s performance in a unit of study. (See also Grade.)

Master's degree
A postgraduate award. Master’s degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an Honours year at an undergraduate level. (See also Course.)

Mature-age student
A student who is 21 years or older on 1 March of the year in which they commence studies, and who has not completed the high school qualifications normally needed to gain entry.

Method of candidature
A course is either a research course or a coursework course and so the methods of candidature are ‘research’ and ‘coursework’. (See also Course – Coursework, Course – Research.)

Mid-year intake
Admission to degree programs for Semester Two.

Minor
Studies undertaken to support a major. Minor studies require smaller number of credit points than a major. Students select and transfer between minors (and majors) by virtue of their selection of units of study. One or more minors may be awarded upon the graduand's assessment of study. (See also Course, Major, Stream.)

Mixed mode
See Attendance mode or attendance pattern.
MPhil
The Master of Philosophy (MPhil) is a Master’s by research degree offered by some (but not all) of the University’s faculties. (See also Course, Master’s degree.)

Mutually exclusive units of study
See Prohibited combinations of units of study.

MyUni
The University of Sydney’s student portal system. It provides students with access to information about the University and its courses, including access to e-mail, library services, student support services, student self-administration and e-learning software such as Blackboard and WebCT.

Non-award course
See Course.

Non-standard session
A teaching session other than the standard Semester One and Semester Two sessions – e.g. Sydney Summer School or Sydney Winter School, in which units of study are delivered and assessed in an intensive mode during January or July respectively. (See also Semester, Session.)

Orientation Week
Orientation Week, or ‘O Week’, takes place in the week before lectures begin in Semester One. During O Week, students can join various clubs, societies and organisations, register for courses with departments and take part in activities provided by the University of Sydney Union.

Part-time student
See Attendance mode or attendance pattern, Equivalent Full-Time Student Load (EFTSL).

Permanent home address
The address used for all official University correspondence with a student, both inside and outside of semester time (e.g. during semester breaks), unless the student provides a different address for use during the semester. (See also Semester address.)

PhD
The Doctor of Philosophy (PhD) and other doctorate awards are the highest awards available at the University. A PhD course is normally purely research-based. The candidate submits a thesis that is an original contribution to the field of study. (See also Course, Doctorate.)

Plagiarism
Presenting another person’s ideas, findings or work as one’s own by copying or reproducing them without the acknowledgement of the source. (See also Academic dishonesty.)
Policy online
The website which provides access to the University’s current policies, procedures and guidelines.

Postgraduate
A term used to describe a course leading to an award such as graduate diploma, a master’s degree or PhD which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A ‘postgraduate’ is a student enrolled in such a course. (See also Course – Coursework, Course – Research.)

Postgraduate Education Loans Scheme (PELS)
(See FEE-HELP.)

Potential graduand
A student who has been identified as being eligible to graduate on the satisfactory completion of their current studies. (See also Graduand, Graduation.)

Pre-enrolment
Pre-enrolment – also known as provisional re-enrolment – takes place in October, when students indicate their choice of unit of study enrolment for the following year. After results are approved, pre-enrolment students are regarded as enrolled in those units of study for which they are qualified. Their status is ‘enrolled’ and remains so provided they pay any money owing and comply with other requirements by the due date. Students who do not successfully pre-enrol in their units of study for the next regular session are required to attend the University on set dates during the January/February enrolment period. (See also Enrolment.)

Pre-requisite
A unit of study that is required to be successfully completed before another unit of study can be attempted. Pre-requisites can be mandatory (compulsory) or advisory. (See also Assumed knowledge, Co-requisite, Qualifier, Waiver.)

Prizes
Awarded in recognition of outstanding performance, academic achievement or service to the community or University.

Probationary candidature
A student who is enrolled in a postgraduate course on probation for a period of time up to one year. The head of department is required to consider the candidate’s progress during the period of probation and make a recommendation for normal candidature or otherwise to the faculty.

Professional practice
Some students undertake placement in a professional practice as part of their course requirements. This may require University-approved supervision. Professional placements are located in a wide range of professional practice environments, and may not require additional criteria to be fulfilled.
Program
Each degree is composed of various units of study. The way the units are put together for a degree is referred to as a student’s ‘program’.

Progression
Satisfactory progression is satisfying all course and faculty rules (normally assessed on an annual basis) to enable the completion of the chosen award within the (maximum) completion time allowed. (See also Exclusion.)

Prohibited combinations of units of study
When two or more units of study contain a sufficient overlap of content, enrolment in any one such unit prohibits enrolment in any other identified unit. (See also Unit of Study.)

Provisional re-enrolment
See Pre-enrolment.

Quacquarelli Symonds
First compiled in 2004, the QS World University Rankings currently considers over 3,000 institutions, and ranks more than 800. The 400 top universities in the world are ranked individually, while those placed 401 and over are ranked in groups.

Qualification
An academic attainment recognised by the University.

Qualifier
A mandatory (compulsory) pre-requisite unit of study which must have a grade of Pass or better. (See also Assumed knowledge, Co-requisite, Pre-requisite, Waiver.)

Recycling
The submission for assessment of one’s own work, or of work which is substantially the same, that has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Registration
In addition to enrolling with the faculty in units of study, students must register with the department responsible for teaching each unit. This is normally done during Orientation Week. Note that unlike enrolment, registration is not a formal record of units attempted by the student.

Research course
See Course – research.

Research supervisor
A supervisor is appointed to each student undertaking a research postgraduate degree. The supervisor will be a full-time member of the academic staff or a person external to the University recognised for their association with the clinical teaching or the research work of the University in a discipline related to the candidature. A
research supervisor is commonly referred to as a supervisor. The supervisor has responsibility for providing advice on the candidature and for monitoring that appropriate support, resources and information are provided to the candidate. (See also Associate supervisor, Instrumental supervisor/teacher, Supervision.)

**Research Training Scheme (RTS)**
The RTS provides Commonwealth-funded higher degree by research (HDR) students with an 'entitlement' to a student-contribution exemption for the duration of an accredited HDR course, up to a maximum period of four years' full-time equivalent study for a Doctorate by research and two years’ full-time equivalent study for a Master’s by research.

**Result processing**
Refers to the processing of assessment results for units of study. For each unit of study, departments tabulate results for all assessment activities and assign preliminary results. (See also Assessment, Examination period, Formative assessment, Summative assessment.)

**Result processing schedule**
The result processing schedule will be determined for each academic cycle. All departments and faculties are expected to comply with this schedule. (See also Assessment, Examination period, Result processing.)

**Result**
The official statement of a student’s performance in each unit of study attempted as recorded on the academic transcript, usually expressed as a mark and grade. (See also Grade, Mark.)

**Scholarships**
Financial or other forms of support made available to enable students to further their studies. (See also Bursaries.)

**School**
A school or academic unit shall encourage and facilitate teaching, scholarship and research and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.

**Semester**
A half-yearly teaching session whose dates are determined by the Academic Board. Normally all undergraduate sessions will conform to the semesters approved by the Academic Board. Any offering of an undergraduate unit not conforming to the semester dates (non-standard session) must be given special permission by the Academic Board. (See also Non-standard session, Session.)

**Semester address**
The address to which all official University correspondence is sent during semester time, if it is different to the permanent address.

**Senate**
The governing body of the University. (See the University Calendar for more details of its charter and powers.)

**Session**
Any period of time during which a unit of study is taught. A session differs from a semester in that it need not be a six-month teaching period, but it cannot be longer than six months. Each session maps to either Semester One or Two for DEEWR reporting purposes. Session offerings are approved by the relevant dean, taking into account all the necessary resources, including teaching space and staffing. The Academic Board must approve variation to the normal session pattern. (See also *Non-standard session, Semester*.)

**Session address**
See *Semester address*.

**Short course**
A fee-paying student undertaking a short course with the University of Sydney comprising professional development, executive training etc. The study undertaken by these students is a non-award course.

**Show cause**
See *Exclusion, Progression*.

**Special consideration**
Candidates who suffer serious illness or misadventure which may affect performance in any assessment, may request that they be given special consideration in relation to the determination of their results.

**Special Studies Program (SSP)**
A period of release from normal duties to allow academic staff to undertake a planned program of academic activity and development.

**Sponsorship**
Financial support of a student by a company or government body.

**Stage**
A normal full-time course of study taken in a year. (See also *Course Rules, EFTSL, Progression*.)

**Strategic Directions**
See *University Strategic Directions*.

**Stream**
A defined award course, which requires the completion of set units of study as specified by the course rules for the particular stream, in addition to the core program specified by the course rules. A stream will appear with the award course name on testamurs, e.g. Bachelor of Engineering in Civil Engineering (Construction Management). (See also *Course, Major, Minor*.)

**Student**
A person who is currently admitted to candidature in an award course of the University.
Student Appeals Body
Any student may appeal to the Student Appeals Body against an academic decision on the ground that due academic process has not been observed by the relevant faculty in relation to the academic decision.
(See also Appeals, University of Sydney (Student Appeals against Academic Decisions) Rule 2006.)

Student Disciplinary Appeals Committee
Any student may appeal to the Student Disciplinary Appeals Committee against a misconduct determination by the Vice-Chancellor or a Student Proctorial Board.
(See also Appeals.)

Student Identifier (SID)
A nine-digit number which uniquely identifies a student at the University.

Student ID Card
All full-time or part-time students who successfully enrol at the University of Sydney will receive a Student Card. New students will have their card issued in person at the time of enrolment. Successful re-enrolling students will receive their card by mail.

The Student Card includes the student’s name, Student Identification Number (SID), a digitised photo and the library borrower’s number and bar code. Where applicable the Student Card will also display a travel concession logo from the Ministry of Transport (if student eligibility requirements are met).

The Student Card has a number of interoperable uses, which in 2009 includes the ability to purchase printing and photocopying services at the University’s libraries and gain access to certain secure buildings.

The card identifies the student as eligible to attend classes and must be displayed at formal examinations. It must be presented to secure student concessions and to borrow books from all sections of the University Library.

For more information about Student Cards please visit: www.usyd.edu.au/card_centre

Student Learning Entitlement (SLE)
All Australian citizens, New Zealand citizens and holders of a permanent visa are allocated a Student Learning Entitlement (SLE) of up to seven years equivalent full-time study. This is measured in equivalent full-time student load (EFTSL), which is the proportion of a full-time load that a unit of study represents. The University sets an EFTSL value for each unit of study it offers. To be Commonwealth-supported for a unit, a student must have enough SLE to cover the EFTSL value of that unit.

Student Progress Rate (SPR)
A calculation that measures the rate at which load undertaken is passed annually in each award program.
**Student type**
Student type identifies whether a student is local or international and the type of study the student is undertaking. (See also Domestic student, Exchange Student, International student.)

**Study Abroad Program**
A scheme administered by the International Office that allows international students who are not part of an exchange program to take units of study at the University of Sydney, but not towards an award program. In most cases the units of study taken here are credited towards an award at their home institution. (See also Exchange student.)

**Subject area**
A unit of study may be associated with one or more subject areas. The subject area can be used to define prerequisite and course rules, e.g. the unit of study ‘History of Momoyama and Edo Art’ may count towards the requirements for the subject areas ‘Art History and Theory’ and ‘Asian Studies’.

**Summative assessment**
See Assessment.

**Summer School**
See Sydney Summer School.

**Supervising faculty**
The faculty which has the responsibility for managing the academic administration of a particular course, such as the interpretation and administration of course rules, approving students’ enrolments and variations to enrolments.

Normally the supervising faculty is the faculty offering the course. However, in the case of combined courses, one of the two faculties involved will usually be designated the supervising faculty. In the case where one course is jointly offered by two or more faculties (e.g. the Liberal Studies course), a joint committee may make academic decisions about candidature and the student may be assigned a supervising faculty for administration.

**Supervision**
Refers to a one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the role. (See also Associate supervisor, Instrumental supervisor (teacher), Research supervisor.)

**Suppression of results**
Results for a particular student can be suppressed by the University when the student has an outstanding debt to the University (this particularly applies to international students who have not paid their tuition fees); or the student is facing disciplinary action. A student may also request a suppression for personal reasons.

**Suspension of candidature**
See Course leave.
Sydney Summer School
A program of accelerated, intensive study running for approximately six weeks during January and February each year. Both undergraduate and postgraduate units are offered. Sydney Summer School provides an opportunity for students at Sydney and other universities to catch up on required units of study, to accelerate completion of a course or to undertake a unit that is outside their award course. All units attract full fees, but some scholarships are available.

Sydney Winter School
An intensive session offered by the University in July during the mid-year break (see Sydney Summer School).

Teaching department
See School.

Teaching end date
Official finish date of formal timetabled classes.

Teaching start date
Official commencement date of formal timetabled classes.

Terminated
Term used when a student’s candidature has been officially closed because they are not able to complete the course requirements. (See also Candidature.)

Testamur
A certificate of award provided to a graduand, usually at a graduation ceremony. The University award conferred is displayed along with other appropriate details.

Thesis
A major work that is the product of an extended period of supervised independent research. (See also Course – Research.)

Timetable
The schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

Transcript
See Academic transcript.

Transfer
See Course transfer.

Tuition fees
Tuition fees may be charged to students in designated tuition fee-paying courses. Students who pay fees are not liable for student contributions.
Universities Admissions Centre (UAC)
The UAC receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most local undergraduate students at the University apply through the UAC.

Universities Admission Index (UAI)
A measure of overall academic achievement in the HSC that helps universities rank applicants for university selection. The UAI is a rank of any student's performance relative to other students, is calculated from the aggregate of scaled marks in ten units of the HSC (2 best English units plus 8 other units, including only 2 category B units) and is presented as a number between 0.00 and 99.95 with increments of 0.05. The UAI was replaced in June 2009 by the Australian Tertiary Admissions Rank (ATAR).

Under examination
Indicates that a research student has submitted their written work (thesis) for assessment, and is awaiting the finalisation of the examiners’ outcome and recommendation.

Undergraduate
A term used to describe both a course leading to a diploma or bachelor's degree and a student enrolled in such a course.

Unit of study
Unit of study or unit means a stand-alone component of an award course. Each unit of study is the responsibility of a department. (See also Prohibited combinations of units of study.)

Unit of study enrolment status
The enrolment status indicates whether the student is still actively attending the unit of study (i.e. currently enrolled) or is no longer enrolled. (See also Cancellation of enrolment, Discontinuation.)

Unit of study level
Units of study are divided into Junior, Intermediate, Senior, Honours, Year 5, and Year 6. Most majors consist of 32 Senior credit points in a subject area (either 3000 level units of study or a mix of 2000 and 3000 level units of study).

University
Unless otherwise indicated, the term 'University' in this document refers to the University of Sydney.

University Calendar
The annual University publication available in print and online that provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Senate resolutions relating to constitutions and courses in each faculty.
University Medal
A faculty may recommend the award of a University Medal to a student qualified for
the award of an undergraduate Honours degree, whose academic performance is
judged to be outstanding.

University Strategic Directions
This refers to the University of Sydney Strategic Plan 2006–2010. A new plan is
currently in development.

Upgrade
Where a student enrolled in a Master’s by research course is undertaking research at
such a standard that either the University recommends the student upgrade their
degree to a PhD, or the student seeks to upgrade to a PhD and this is supported by
the University.

Variation of enrolment
See Enrolment variation.

Vice-Chancellor and Principal
The chief executive officer of the University, responsible for its leadership and
management. The Vice-Chancellor and Principal is head of both academic and
administrative divisions.

Waiver
In a prescribed course, a faculty may waive the pre-requisite or co-requisite
requirement for a unit of study or the course rules for a particular student. Unlike
credit, waivers do not involve a reduction in the number of credit points required for a
course. (See also Credit, Exemption.)

WAM weight
A weight assigned to each unit of study to assist in the calculation of WAMs.

Weighted Average Mark (WAM)
This mark uses the unit of study credit point value in conjunction with an agreed
‘weight’. The formula for this calculation is:

\[
\frac{\sum \text{(mark} \times \text{credit pt value} \times \text{level weight})}{\sum \text{(credit pt value} \times \text{level weight})}
\]

(sums over all UoS completed in the selected period)

The mark is the actual mark obtained by the student for the unit of study, or in the
case of a failing grade with no mark – 0. Pass/Fail assessed subjects and credit
transfer subjects (from another institution) are excluded from these calculations;
however, the marks from all attempts at a unit of study are included. (Effective from
1 January 2004.)

In addition, faculties may adopt other average mark formulae for specific progression
or entry requirements. If such a formula is not specified in the faculty resolutions, the
formula outlined above is used. (See also WAM weight.)
Winter School
See Sydney Winter School.

**Year of First Enrolment (YFE)**
The year in which a student first enrols at the University. (See also Commencement date.)

**Youth Allowance**
Youth Allowance is payable to a full-time student or trainee aged 16 to 24 years of age who is enrolled at an approved institution such as a school, college, TAFE or university, and undertaking at least 15 hours a week face-to-face contact.

**Date determined:** 1 September 2004

**Determining Authority:** Academic Board

**Last amended:**
- 25 February 2009
- 1 July 2009
- 14 April 2010
- 30 June 2010
- 21 August 2013
- 11 November 2015 (Administrative amendments only)
- 17 February 2016 (Administrative amendments only)