

## 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

* ARTS	Automated Results Transfer System
ARWU	Academic Ranking of World Universities
ASDOT	Assessment Fee Subsidy for Disadvantaged Overseas Students
* ATAR	Australian Tertiary Admissions Rank
ATN	Australian Technology Network
ATP	Australian Technology Park
AusAID	Australian Agency for International Development
AUTC	Australian Universities Teaching Committee
AWA	Australian Workplace Agreements
BAA	Backing Australia's Ability
BITLab	Business Intelligence Lab
CAF	Cost Adjustment Factor
CCE	Centre for Continuing Education
CDP	Capital Development Program
CEP	Country Education Profile
CEQ	Course Experience Questionnaire
CFO	Chief Financial Officer
CHESSN	Commonwealth Higher Education System Student Number
CIO	Chief Information Officer
CIS	Campus Infrastructure Services
COE	Confirmation of Enrolment
* CPSU	Community and Public Sector Union
* CR	Credit (grade)
CRC	Cooperative Research Centre
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
* CRRRI	Centre for Rural and Regional Innovation
CSG	Cumberland Student Guild
CSIRO	Commonwealth Scientific and Industrial Research Organisation
* CSP	Commonwealth Supported Place
CULT	Combined Universities Language Test
CUTSD	Committee for University Teaching and Staff Development
* D	Distinction
DAC	Data Audit Committee
DEEWR	Commonwealth Department of Education, Employment and Workplace Relations (now known as DET)
DEST	Commonwealth Department of Education, Science and Training (now known as DET)
* DET	Commonwealth Department of Education and Training
DHA	Department of Home Affairs
D-IRD	Discovery-Indigenous Researchers Development Program
DVC	Deputy Vice-Chancellor

*	EB	Enterprise Bargaining
	ECR	Early Career Researcher
*	EFTSU	Equivalent Full-Time Student Unit (replaced by EFTSL)
	EFTSL	Equivalent Full-Time Student Load
	EI	Educational Innovation
	EIP	Evaluations and Investigations Program
	ELICOS	English Language Intensive Course of Study
	EMU	Electron Microscope Unit
	ERA	Excellence in Research for Australia
	ESOS Act	Education Services for Overseas Student Act
	F	Fail
	FASS	Faculty of Arts and Social Sciences
	FEE-HELP	Fee – Higher Education Loan Program
	FFT	Fractional Full Time (Equivalent Staff)
	FHS	Faculty of Health Sciences
	FoR	Field of Research
	FOS	Field of Study
	FTE	Full Time Equivalent (Staff)
	GATS	General Agreement on Trade in Services
*	GCCA	Graduate Careers Council of Australia
	GDS	Graduate Destination Survey
*	Go8	Group of Eight
	GPOF	General Purpose Operating Funds
	GSA	Graduate Skills Assessment
	GSG	Graduate School of Government
	GWSLN	Greater Western Sydney Learning Network
	HD	High Distinction
	HDR	Higher Degree by Research
	HECS	Higher Education Contribution Scheme (replaced by HECS-HELP)
	HECS-HELP	Higher Education Contribution Scheme – Higher Education Loan Program
	HEEP	Higher Education Equity Program
	HEIMS	Higher Education Information Management System
	HEIP	Higher Education Innovation Program (DEEWR)
	HELP	Higher Education Loan Program
	HEO	Higher Education Officer
	HEP	Higher Education Provider
	HERDC	Higher Education Research Data Collection
	HESA	Higher Education Support Act
	HSC	Higher School Certificate
*	HOA	Head of Administrative Unit
	HOD	Head of Department
	HOS	Head of School
	IAF	Institutional Assessment Framework

IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
IELTS	International English Language Testing Scheme
IGS	Institutional Grants Scheme (DET)
* IP	Intellectual Property
IPRS	International Postgraduate Research Scholarships
IREX	International Researcher Exchange Scheme
ISFP	Indigenous Support Funding Program
ISIG	Innovation Summit Implementation Group
JASON	Joint Academic Scholarships On-line Network
LBOTE	Language Background Other Than English
LMS	Learning Management System
MCR	Mid Career Researcher
MISG	Management Information Steering Group
MNRF	Major National Research Facilities Scheme
MOU	Memorandum of Understanding
MRB	Medical Rural Bonded Scholarship Scheme
MRI	Medical Research Institute
NBCOTP	National Bridging Courses for Overseas Trained Program
NCG	National Competitive Grant
NESB	Non-English-Speaking Background
NHMRC	National Health and Medical Research Council
NOIE	National Office for the Information Economy
NOOSR	National Office for Overseas Skill Recognition
NRSL	Non-Recent School Leaver
NSW VCC	New South Wales Vice-Chancellors' Conference
NTEU	National Tertiary Education Industry Union
NUS	National Union of Students
OECD	Organisation for Economic Co-operation and Development
OLA	Open Learning Australia
OMI	Operating Margin available for Infrastructure
OPRS	Overseas Postgraduate Research Scholarships
OS-HELP	Overseas Study – Higher Education Loan Program
P	Pass
PELS	Postgraduate Education Loans Scheme (replaced by FEE-HELP)
PCON	Pass (Concessional)
* PSO	Planning Support Office
PVC	Pro Vice-Chancellor
QA	Quality Assurance
QACG	Quality Advisory and Coordination Group

* QS	Quacquarelli Symonds
R&D	Research and Development
R&R	Restructuring and Rationalisation Program
RC	Responsibility Centre
REG	Research and Earmarked Grants
REP	Research Education Program
RFM	Relative Funding Model
RIAP	Research Institute for Asia and the Pacific
RIBG	Research Infrastructure Block Grant (DET)
RIEF	Research Infrastructure Equipment and Facilities Scheme
RIMS	Research Information Management System
RISF	Restructuring Initiatives Support Fund
RMO	Risk Management Office
ROA	Record of Achievement
RQ	Research Quantum
RQF	Research Quality Framework
RQU	Recognition Quality Unit (Higher Education Division – DET)
RRTMR	Research and Research Training Management Reports
RSL	Recent School Leaver
RTS	Research Training Scheme (DET)
SAS	Statistical Analysis System
SASCA	Student Association of Sydney College of the Arts
SCA	Sydney College of the Arts
SCM	Sydney Conservatorium of Music
SCR	Science Capability Review
SDF	Strategic Development Fund
SES	Socioeconomic Status
SES	Student Experience Survey (formerly University Experience Survey)
SET	Senior Executive Team
SI	Scholarship Index
SLAM	School of Letters, Arts and Media
SLC	School of Languages and Culture
SLE	Student Learning Entitlement
SNA	Safety Net Adjustment
SOPHI	School of Philosophical and Historical Inquiry
SPR	Student Progress Rate
SRC	Students' Representative Council
* SSP	Special Studies Program
SSPS	School of Social and Political Sciences
SSR	Student/Staff Ratio
STABEX	Study Abroad Exchange (database)
SUPRA	Sydney University Postgraduate Representative Association
SUSF	Sydney Uni Sport & Fitness

TAFE	Technical and Further Education
TEQSA	Tertiary Education Quality and Standards Agency
TOEFL	Test of English as a foreign language
TPI	Teaching Performance Indicator
UAC	Universities Admissions Centre
UAI	Universities Admission Index (replaced by ATAR)
UE	University Executive (formerly Senior Executive Group)
* UMAP	University Mobility in Asia and the Pacific
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNSW	University of New South Wales
UPA	University Postgraduate Awards
USAP	University of Sydney Association of Professors
USU	University of Sydney Union
UTS	University of Technology, Sydney
VET	Vocational Education and Training
VSU	Voluntary Student Unionism
WAM	Weighted Average Mark
WRP	Workplace Reform Program
WTO	World Trade Organization
YFE	Year of First Enrolment

## **(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:

$$\frac{\sum (\text{mark} * \text{credit pt value})}{\sum (\text{credit pt value})}$$

(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 [Coursework Rule 2014](#)
  - (b) not to readmit or re-enrol a student following exclusion in accordance with the [Coursework Rule 2014](#)
  - (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.

## **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.

**Auxiliary 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*.)

**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)

CBD (Business and Law)

Mallett Street (Nursing and Midwifery)

Rozelle (Sydney College of the Arts)

Surry Hills (Dentistry).

### **Cancellation of Enrolment**

The University may cancel a student's enrolment for non-payment of fees. (See [Student Debtor Sanctions Policy 2014](#))

### **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 DET. (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.

**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 Head of School and Dean of a University school.

**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 and Training (DET)**

The federal government department responsible for higher education.

**Department of Education, Science and Training (DEST)**

Previous name of the federal government department now known as DET.

**Department of Education, Employment and Workplace Relations (DEEWR)**

Previous name of the federal government department now known as DET.

**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 DET 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 University of Sydney School of Architecture, Design and Planning, and the University of Sydney Law School.

**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 Student Centre 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.

**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*.)

(See Schedule 1 of the [Coursework Policy 2014](#) for a list of Common Result Grades.

**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 Doctor of Dental Medicine.

**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.

### **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 *Auxiliary 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 DET 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 can apply for a Student Card at the time of their enrolment. The card is valid for the duration of a student's enrolment.

The Student Card includes the student's name, Student Identification Number (SID), a digitised photo and the library borrower's number and bar code.

The Student Card has a number of interoperable uses, which 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:

<http://sydney.edu.au/students/student-cards.html>

### **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 *Auxiliary 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.

**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).

**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).

**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 2016-2020.

**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:

$$\frac{\sum (\text{mark} * \text{credit pt value} * \text{level weight})}{\sum (\text{credit pt value} * \text{level weight})}$$

(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 enrolls 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)  
20 July 2017 (Administrative amendments)  
18 June 2018 (Administrative amendments)

