



## Policy Glossary

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This document contains defined terms within published documents of Australian University of Theology, unless documents state separate defined terms.

### A

**AB** is the **Academic Board** of the **University**.

**Academic Appeals Committee** is the appeals committee of the **Academic Board**.

**Academic Board (AB)** is the peak academic body of the University and is responsible, under the Constitution, to the Council for the academic governance of the University.

**Academic Promotions Panel (APP)** is the **panel** which makes recommendations to the **Academic Board** on the classification and promotion of **academic staff** of the **University**.

**Academic Dean** refers to an **Academic Dean** or equivalent officer of an **Affiliated College**.

**academic governance** includes assuring compliance with standards and determination of academic policy and related procedures.

**academic integrity** is academic and research honesty, including observance of **ethical standards**.

**academic matter** is an action, inaction or decision by a member of the **academic staff** that affects a student's academic assessment or progress.

**academic misconduct** is engaging in practices including but not limited to cheating in tests, examinations, essays or other assessable work, **plagiarism**, unauthorised use of **GAI**, unauthorised collusion, fraudulent or unethical research and scholarship practices.

**academic progression** refers to a student maintaining results of a sufficient standard so that they may be expected to satisfactorily complete their course within the expected time period.

**Academic Quality Committee (AQC)** is the committee which oversees the quality assurance of academic **coursework** activities across the **University**.

**Academic Quality Officer** is the officer who promotes academic quality through the use of academic data, through their role as **Executive Officer (EO)** on the **Academic Quality Committee (AQC)**, and by supporting the development of the quality management system.

**Academic Services** is the section of the **AUT Office** which looks after academic administration, performance assessment and quality.

**academic staff** refers to staff of **Affiliated Colleges** engaged in teaching and/or research supervision of **University courses**.



**academic transcript** is the official record of a student's results, otherwise known as an academic record.

**ACT** is the Australian College of Theology Limited, which in 2025 became the Australian University of Theology Limited (**AUT**).

**active in research and scholarship** is the status necessary for **principal supervisors** of **MTh (Res)** candidates or **academic staff** who are co-supervisors of **HDR candidates**.

**Adjunct Supervisor** is the **supervisor** of an **HDR candidate** who acts as a complementary expert in their area of expertise.

**admission stage** is the stage of the **student lifecycle** in which a **student** applies, is admitted and enrolls in **units** and **courses**. This is at the commencement of study but also recurs at the start of each **study period**.

**advanced standing** is the formal recognition of prior learning.

**Advisory Panel** is the panel to which a **Research Proposal** is presented when seeking **Confirmation of Candidature**.

**AEG** stands for *ad eundem gradum*, meaning in the same degree. It refers to the recognition of learning from an equivalent award or institution.

**Affiliation Agreement** is the document which sets out the reciprocal obligations between the **University** and an **Affiliated College**.

**Affiliated College** means a Denominational College or a Non-denominational College (each as defined in the Constitution) which has executed an **Affiliation Agreement** with the **University**.

**Affiliated College Board** is the Board or equivalent body of an **Affiliated College**.

**Affiliated College library** is a collection of resources in a variety of formats organised and maintained for use by information professionals and which is part of an institution approved to deliver an accredited higher education award of the **University**.

**Affiliated College Risk and Compliance Reporting** is an annual reporting process undertaken by each **Affiliated College** addressing the **Institutional Approval Criteria**, requirements of the **Affiliation Agreement**, academic data, and finances.

**Affiliated College Risk and Compliance Framework** is the document that sets out standards that an Affiliated College is required to meet. This document contains requirements in line with the **University's Affiliation Agreement**, **HESF (2021)** and **National Code**.

**affiliated researchers** are all **academic staff**, adjunct professors, professional staff and **HDR candidates** engaged in research activities associated or affiliated with the **Unitveristy**.

**AHEGS** stands for Australian Higher Education Graduation Statement, a document given to students with their **academic transcript** and **testamur** on graduation. It provides



information on the course of study undertaken, details of the student's academic achievements, information on the **University** as the provider and details of the Australian higher education system.

**AI** is Artificial Intelligence.

**alignment** is consistency between the stated intentions of learning and teaching, the learning and teaching activities and assessment. Alignment is achieved when teaching and learning activities are designed to achieve the stated intentions (**learning outcomes**) and assessment tests the level of achievement of the stated intentions.

**alumni stage** is the stage in the **student lifecycle** after a **student** has graduated with a **University award**. The **AUT** remains engaged with the graduate post graduation. Alumni may well begin the student lifecycle again.

**A&MC** is **Assessment & Moderation Committee**.

**Annual Progress Report (APR)** is an annual report required for continuing **HDR candidates**. It reviews progress and establishes an approach for the next phase of research.

**ANZATS** stands for The Australian and New Zealand Association of Theological Studies Ltd, which is the peak body for theological studies in Australia and New Zealand.

**APP** is **Academic Promotions Panel**.

**AQC** is **Academic Quality Committee**.

**AQF** is the Australian Qualifications Framework. Every accredited course in the Australian higher education sector must comply with the requirements of the **AQF**.

**AQF level** is an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. It is used to describe courses of study by the Australian Qualifications Framework (**AQF**).

**ARC** stands for the Australian Research Council.

**ASCED** stands for Australian Standard Classification of Education (ASCED) 2001.

**assessable qualification** is a formal qualification which can be assessed as a basis for admission to any **University course**.

**assessment** is the evaluation and measurement of student performance.

**Assessment & Moderation Committee (A&MC)** is a subcommittee of the **Academic Quality Committee**.

**assessment instrument** is an essay, exam or other exercise used to assess student performance.

**assessment scheme** is the planned assessment for a unit of study.



**at risk** is a term used as a warning to students, whose **course progression** to date is deemed marginal, stating that they are “at risk” of the imposition of more severe sanctions for poor or unsatisfactory progress in their course.

**ATAR** is the Australian Tertiary Admission Rank which is the primary means used to assess and compare the results of school-leaving applicants for entry to tertiary institutions.

**AUT** is the Australian University of Theology Limited.

**AUT Body** is any board or committee established for the proper functioning of the **University**.

**AUT Handbook** is the main **handbook** of the **University**, published each year, and providing a place of reference for policy and procedures in addition to the **University** website.

**AUT Office** is the office of the **University** overseen by the Vice-Chancellor, which administers the corporate, administrative and governance functions of the **University**.

**AUT staff** are employees of the **University**, overseen by the Vice-Chancellor.

**AUT Style Guide** is a document setting out standards of style for matters such as spelling, punctuation and other editorial decisions, which applies to all University documentation.

**award** see **University award**.

## B

**B&L** is **Bible and Languages**, one of three **departments** of the **University**.

**BB** is Biblical Studies (**unit field** in **B&L**).

**Bible and Languages (B&L) units** are units from the **BB**, **LA**, **NT** and **OT** fields.

**blended mode** is a unit **delivery mode** for which the **teacher directed learning** component of a unit encompasses both on-campus and **off-campus** learning environments.

**block credit** is the granting of advanced standing for a large volume of learning in a bulk credit arrangement rather than granting **RPL** or credit transfer for specific units of study.

**BDiv** is Bachelor of Divinity.

**BMin** is Bachelor of Ministries.

**BTh** is Bachelor of Theology.

**business disruption event** is an event which potentially prevents or inhibits key business operations.

**business expenses** are expenses incurred in the normal course of business.



**business travel** is travel on business, including intra-state, inter-state and international travel.

**business travel expenses** are expenses incurred while traveling on business and may include airfare, public transport, motor vehicle expense, parking, accommodation, meals and other related expenses.

## C

**candidate** is a student enrolled for a **course of study**.

**candidature** is the period during which a student is eligible to be enrolled in a **course of study**.

**capstone experience** is an experience that provides an opportunity for a student to apply the knowledge gained throughout their degree. It usually occurs in the final year of a degree.

**census date** is the last day **students** can withdraw their enrolment in a **unit** without incurring the tuition fee for that unit or the unit being permanently recorded on their **academic transcript**.

**Centrelink** is an organisation under the Australian Government Department of Human Services.

**CEO** is the Chief Executive Officer of the **University**, who is also the **Vice-Chancellor**.

**CEQ** is the *Course Evaluation Questionnaire*, which has been replaced by the **GOS**.

**CertTheol** is the Certificate in Theology program.

**CH** is Christianity in History (**unit field** in **CT&H**).

**Chair of Affiliated College** is the chair or equivalent officer of an **Affiliated College Board**.

**Chair of the Academic Board** is the chair of the **Academic Board** of the **University**.

**Chancellor** is the person who chairs the **Council** of the **University**.

**cheating** is attempting to obtain advantage in an **assessment** through dishonesty, deception or in contravention of any applicable regulations.

**child** is any person under the age of eighteen.

**Christian Thought and History (CT&H) units** are units from the **CH**, **IN**, **PE** and **TH** fields.

**CLO** is **Course Learning Outcome**.

**Code for Research** is the Australian Code for the Responsible Conduct of Research (2018).

**CoE** is **Confirmation of Enrolment**.



**College Council** is the college council or equivalent governing body of an **Affiliated College**.

**College Ethics Committee** is the ethics committee set up by **Affiliated Colleges** to deal with low risk **research proposals**.

**college of enrolment** is the **Affiliated College** with which a student is enrolled to study.

**college registrar** see **Registrar**.

**Commonwealth Assistance Notice (CAN)** is an Australian Government document that includes information about a student's enrolment, HELP debt or student contribution amounts, and any loan fees incurred.

**complaint** see **grievance**.

**conferral** refers to a degree or award being awarded. The terms **graduation** and **conferral** of an award are synonymous, however, a **graduation ceremony** may take place at a later date.

**confirmation of candidature** is a process which confirms the candidature of an **HDR candidate** and moves the candidate from provisional to full candidature status.

**Confirmation of Candidature Portfolio** is comprised of an **HDR candidate's Research Proposal** or **Revised Research Proposal**, **Research Plan**, **Dissemination of Outcomes Plan** and any other documentation arising from the **Advisory Panel**.

**Confirmation of Enrolment (CoE)** is a proforma government document issued to overseas students by the **University** specifying the expected duration of study of the **course** (normal full-time duration less any period based on credit transfer) for which the applicant has been accepted.

**conflict of interest** arises when a personal relationship or interest, material or otherwise, conflicts with, or has the potential to conflict with, one's duty to the **University**.

**consortium** is the **University** and all **Affiliated Colleges**.

**Consortium Conference** is the annual conference of the **University** for the **principals** and **chairs of Affiliated Colleges** and principal officers of the **University**.

**Constitution** is the constitution of the **University** accessible on the University website.

**contract cheating** is when a student uses or seeks to use another party to undertake part or the whole of their assessed work for them. This work may be paid or unpaid.

**Council** is the directors of the **University** elected or appointed in accordance with the **Constitution** acting as a board. It replaced the Board of Directors in 2025.

**corporate governance** is the structure of relationships between an organisation's governing body, management, and other stakeholders. It aims to enable the setting of objectives in the interests of the organisation and stakeholders and determine the means of attaining those objectives and monitoring performance.



**Co-supervisor** is the **Supervisor** of an **HDR candidate** who works alongside the **Principal Supervisor**, responsible for supervision of research content as negotiated and who may act as the Principal Supervisor in the absence of the Principal Supervisor.

**course** see **course of study**.

**Course Learning Outcomes (CLOs)** are **Learning Outcomes** for **courses of study**.

**course of study** is a course of **units** that lead to a **University award**.

**course progression** see **academic progression**.

**Course Review Panel (CRP)** directs and oversees a course review and is appointed by the Chair of the **Academic Board**.

**Course Review Working Group (CRWG)** is appointed by the **CRP** and undertakes one or more course reviews and reports its findings to the **CRP**.

**coursework** is work done by a student within a **unit** of study to a set curriculum and assessment schedule.

**coursework masters** is an accredited course type which conforms to the requirements of the category of Masters Degree (Coursework) under the **AQF**.

**coursework masters (extended)** is an accredited course type which conforms to the requirements of the category of Masters Degree (Extended) under the **AQF**.

**coursework phase** is the phase of a **DMin** in which the candidate undertakes **coursework units** (usually within the **MPM**).

**Coursework Unit Review Committee (CURC)** is a subcommittee of the **Teaching and Learning Committee (TLC)**, with delegated authority to review and approve **coursework units**.

**coursework units** are **units** with a set curriculum and assessment schedule.

**credit** is awarded points for successfully completed **units** of study.

**credit point** is a point awarded for study. Each **unit** is comprised of a set amount of credit points, and a **course of study** will require a set number of credit points for completion. One credit point equates to 1/96 of an annual full-time student load within **AQF** awards.

**credit transfer** is the recognition for **credit** of prior study.

**CRICOS** is the Australian Commonwealth Register of Institutions and Courses for Overseas Students.

**critical Incident** is a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.





**cross institution student** is a student who is currently enrolled in an award at another **Higher Education Provider** who completes **units** at the **University** to count towards that particular **award**.

**cross institutional enrolment** is when a student from another **Higher Education Provider** enrolls to study a **unit/units** at the **University**.

**CRP** is **Course Review Panel**.

**CT&H** is **Christian Thought and History**, one of three **departments** of the **University**.

**CURC** is **Coursework Unit Review Committee**.

## D

**Date for completion** is the date by which an **HDR** thesis must be submitted.

**DE** is Development and Educational Ministry (**unit field** in **M&P**).

**Dean of the ACT** means the Dean and Chief Executive Officer of the **ACT**. The position was replaced by the **Vice-Chancellor** in 2025.

**delivery mode** see **study mode**.

**department** is a section of the **University** with oversight over certain **unit field/s**.

**Departmental Head** is the person appointed with oversight of a **department**. There are three Departmental Heads, overseeing **Bible and Languages (B&L)**, **Christian Thought and History (CT&H)**, and **Ministry and Practice (M&P)**.

**Deputy Dean** is the officer who has oversight of the division of learning, teaching and research. The position was replaced by the **Deputy Vice-Chancellor (Research)** in 2025.

**Deputy Vice-Chancellor (Research)** is the officer who has oversight of the division of learning, teaching and research, and manages all research and research training through the **Graduate School of Research**.

**Director of Field Education** refers to the staff member/s of an **Affiliated College** who exercise/s oversight of field education units.

**Director of Academic Services** is the officer who oversees the **Academic Services** department, and under the supervision of the **University Registrar**, manages matters related to student administration.

**Director of Finance** is the officer with responsibilities for financial management, including FEE-HELP administration and management reporting.

**Director of Research** is the officer of the **AUT** who manages all research and research training through the **Graduate School of Research**.





**Director of Teaching and Learning** is the officer who oversees learning and teaching within coursework awards.

**dispute** see **grievance**.

**DMin** is Doctor of Ministry, a research degree at **AQF** level 10.

**DSC** stands for Directed Study Contract.

**DVC-R** is the **Deputy Vice-Chancellor (Research)**.

## E

**Early Career Researcher** is usually an academic who completed their research masters or doctorate less than five (5) years ago. However, if they are classified as a Senior Lecturer (Level C) or above, they are regarded as a **Senior Researcher** for the purposes of the **grants program**.

**eCoE** is the electronic confirmation of enrolment document issued by the **AUT** to each student accepted for enrolment.

**ECR** is **Early Career Researcher**.

**EFT** stands for Equivalent Full-time.

**EFTSL** stands for Equivalent Full-time Study Load.

**EM** is Evangelism and Missiology (**unit field** in **M&P**).

**Employer Satisfaction Survey (ESS)** is a survey administered by the **SRC**, part of the **QILT** survey suite.

**English language proficiency** is the ability to use the English language to make and communicate meaning in spoken and written contexts.

**enrolled credit points** are the **credit points** associated with **units** in which a student is formally enrolled on the relevant **census date(s)** in an **enrolled study period**.

**enrolled study period** is the period in which a student is enrolled for study in a course.

**EO** is **Executive Officer**.

**ERA** stands for Excellence in Research for Australia, Australia's national research evaluation framework administered by the Australian Research Council (**ARC**).

**ESOS Act** is the Education Services for Overseas Students Act 2000.

**ethics clearance** is the ethics approval required for **research projects** involving human subjects.



**ethics protocol** is the application for ethics approval required for **research projects** involving human subjects.

**Executive Officer (EO)** is the officer with responsibility for the administration of a board or committee of the **University**.

**Extended Leave of Absence** is an approved indeterminate period of time on leave from study for up to two (2) years due to exceptional and unavoidable circumstances.

**extension of candidature** is a granted extension of time beyond the normal maximum time limit for a **candidate**.

**Extensions Officer** is any person given authority by an **Affiliated College** to grant extensions.

**external dispute resolution**: Students who are dissatisfied with the results of an **internal dispute resolution** are able to seek **external dispute resolution** with the appropriate external body.

**External Advisory Panel** is a panel consisting of non-AUT faculty or staff commissioned to perform a specific task or to provide advice and feedback.

**external examiner** is an examiner external to an **Affiliated College** (i.e. not a member of the **Affiliated College's** current faculty) or, in the case of **HDR** examinations, external to the **University**.

**ethical standards** are principles of right and wrong as they govern standards of academic endeavour.

**exam** means **examination**

**examination** is an educational assessment intended to measure a student's knowledge, skills, and/or demonstration of the **learning outcomes** of a **unit of study**.

**exemption** is where a student is not required to take a certain **unit** on the basis of work already completed but is required to undertake an alternative unit of equivalent **credit points**.

## F

**FEE-HELP** is Fee Paying Higher Education Loan Program, an Australian Government loan scheme that assists eligible up-front paying students to pay all or part of their tuition fees.

**field of study** is an academic discipline or area of knowledge that is taught and researched within higher education.

**field education** refers to units that are primarily composed of **fieldwork**.

**Field Education Supervisor** is the qualified person approved to supervise **students** undertaking field education.



**fieldwork** is practical work done in an environment outside the normal learning environment, in order to gain firsthand experience and knowledge.

**Finance, Risk, Audit & Compliance Committee** is a committee of the Council, with responsibilities for considering financial management, audit, risk management and compliance for the **University**.

**finance group** is the group within the **AUT** that recommends, reviews and implements financial policies and procedures.

**Finance Officer** is the finance officer or equivalent of an **Affiliated College**.

**finance personnel** refers to either the **Director of Finance** or **Financial Accountant**.

**Financial Accountant** is the officer who processes day-to-day financial transactions, keeps the financial records and prepares monthly financial reports, providing assistance to the **Director of Finance** as necessary.

**Financial Alert Protocols** set out measures to assess the financial capacity, capability and trajectory of the Affiliated Colleges.

**formation** refers to the education and training intended to achieve the **Graduate Attributes** and thereby prepare for life and work in the world (including professional ministry) as Christian people.

**FRAC** is Finance, Risk, Audit & Compliance Committee.

**FRAC Chair** is the Chair of the **Finance, Risk, Audit & Compliance Committee (FRAC)**.

**full-time** load is calculated as 48 credit points per semester. 75% of a full-time load qualifies students to be deemed as maintaining a full-time load, being 36 credit points per semester. For further definition, see the [Unit Enrolment and Results Policy](#).

## G

**GAI** is **Generative Artificial Intelligence**.

**Generative Artificial Intelligence (GAI)** is a subset of **AI** that utilises machine learning models to create new, original content, such as images, text, or music.

**GPA** stands for **Grade Point Average**. This averages the grades a student has achieved across completed **units** of study.

**Grade Point Average** is **GPA**.

**grade descriptors** are general guidelines for different levels of study for the standard of work that is expected at each grade level.

**graduate attributes** are the generic qualities and capacities developed in students by taking a **course of study**. They are a mix of cognitive and operational skills, personal attitudes and dispositions, and values and commitments that reflect the aspirations and ethos of the teaching institution.



**Graduate Outcomes Survey (GOS)** is a survey administered by the **SRC**, part of the **QILT** survey suite.

**Graduate Outcomes Survey - Longitudinal (GOS-L)** is a survey administered by the **SRC**, part of the **QILT** survey suite.

**Graduate School of Research (GSR)** is the division of the **University** which oversees research and research training, managed by the **Deputy Vice-Chancellor (Research)** and overseen by the **Research Committee**.

**graduation** see **conferral**.

**graduation ceremony** is a celebratory occasion at which graduates of **University** awards may be recognised and related documents presented.

**graduation stage** is the stage in the **student lifecycle** in which a student meets the requirements for a **University award** and has the award conferred.

**grants program** is the allocation of grants for various purposes administered by the **Research Committee**.

**grievance (staff)** is a statement of concern made by a staff member about the behaviour or action of another member or members of staff, which has or is likely to have an unreasonable negative impact on the ability of a staff member to undertake their duties.

**grievance (student)** is a statement of concern made by a student which the student has reported to an **Affiliate College** or to the **AUT office**, and which requires action or a response under policy. A grievance can also be called a **complaint**, or a **dispute**.

**grievance resolution** is the process by which any **grievance (complaint or dispute)** is dealt with.

**GSR** is the **Graduate School of Research**.

**guest lecturer** is a person who delivers a lecture or lectures in a component of a unit in which they possess advanced knowledge or have extensive experience. A guest lecturer typically delivers one to three lectures in a unit and does not take overall responsibility for the content or delivery of a unit.

**guidelines** are a **policy document**. They are similar to **rules** in that they clarify application of policy. However, unlike rules, no sanctions are specified. Rather, guidelines operate at the level of recommendation. They suggest how to comply with policy, often with a particular issue or narrower scope. They can explain how policy can be understood in certain cases. They help to ensure best practice. Guidelines require less formal approval.

## H

**handbook** is a publication detailing information such as courses and policies for different **courses of study**. The **University** produces several handbooks for different purposes.

**HDR** is **Higher Degree by Research**.



**HDR candidate** is Higher Degree by Research candidate.

**HDREP** is Higher Degree by Research Examination Panel.

**HEP** is Higher Education Provider.

**HERDC** stands for Higher Education Research Data Collection.

**HESA 2003** stands for the Higher Education Support Act (HESA) 2003.

**HESF (2021)** is the Higher Education Standards Framework (Threshold Standards) 2021.

**Higher Degree by Research (HDR)** is a research degree at **AQF** Level 9 or Level 10.

**Higher Degree by Research candidate** is a **candidate** enrolled in the **MTh (Res)**, **DMin**, or **PhD**. Also known as an **HDR candidate**.

**Higher Degree by Research Examination Panel (HDREP)** is the panel which oversees the assessment of **HDR candidates'** material submitted for examination and makes a recommendation to the **Research Committee** on the outcome.

**Higher Education Provider (HEP)** is an institution such as a university or other tertiary college providing tertiary level or higher education. In Australia they are regulated by **TEQSA**.

**home college** is the **Affiliated College** with which a student has their primary enrolment.

**HREC** is Human Research Ethics Committee.

**human participant research** is research that involves humans through such means as surveys, interviews, personal documents and information, observation and psychological testing.

**Human Research Ethics Committee (HREC)** has the overall responsibility for ethics review of **human participant research** and, in particular, of affiliated staff and **HDR** projects and of research involving more than low risk.

I

**IELTS** stands for International English Language Testing System – Academic version only.

**IN** is Integrative Studies (unit field in **CT&H**).

**inadvertent plagiarism** is an act of **plagiarism** that arises from a lack of knowledge or understanding of the concept of plagiarism and does not involve an intention to deceive.

**institutional approval criteria** are the criteria an institution must fulfil to attain and maintain status as an **Affiliated College**.

**institutional quality assurance** is the process by which the **University** assures quality and consistency.

**intensive** refers to a **study mode** in which a **unit** is delivered in a more compressed period of time (e.g. 5 days) rather than weekly over the course of a **semester**.

**intentional plagiarism** is an act of **plagiarism** that arises from an intention to deceive.

**interest** means either

- (a) material (or pecuniary) interests, where financial advantage or disadvantage or other benefits or detriments accrue; or
- (b) non-material (or non-pecuniary) interests such as personal, family, institutional, social, sporting or cultural affiliations that may be advantaged or otherwise by a decision or action.

**internal dispute resolution** is a **grievance resolution** process undertaken within the **University**, as opposed to an **external dispute resolution**.

**IP** stands for Intellectual Property, which includes rights (including rights of registration or application for registration) relating to literary, artistic, musical and scientific works.

## K

**KPI** stands for Key Performance Indicator.

## L

**LA** is Languages (**unit field** in **B&L**).

**language** means the language of instruction for a **unit**, unless otherwise indicated, noting that some units involve study in an "original language" (i.e. Greek, Hebrew).

**lapse of candidature** occurs when a **candidate** has not completed their **course of study** within the set time period, in which case all **credit** is nullified, unless they are granted an **extension of candidature**.

**Learning Management System**: An online platform provided by a college to support the academic and administrative activities of students. It provides a centralised space for college, course and unit related information, communication, forms, resources and activities.

**Learning Outcomes** are statements of what a student should have achieved by completing a **unit** or **course of study**. Learning outcomes specify what a student is expected to: i. know and understand, ii. be able to do, and iii. become as a result of taking the **course** and/or the **unit**.

**learning stage** is the stage in the **student lifecycle** in which a **student** is engaged in the learning process which encompasses both formal academic study but also other parts of student life which contribute to the student's formation.

**LO** is **Learning Outcome**.

**LOTE** stands for Languages Other Than English.



**Low Risk Ethics Committees (LRECs)** are ethics committees established by **affiliated colleges** to manage low-risk research proposals.

## M

**M&P** is **Ministry and Practice**, one of three **departments** of the **University**.

**MA (CS)** is Master of Arts (Christian Studies), a **coursework masters** at **AQF** Level 9.

**MA (Th)** is Master of Arts (Theology), a previous award of the **University**.

**Major Change** is a category of change by an **Affiliated College** under the [Affiliated College Changes Policy](#) which requires a formal application and approval.

**marker** is a qualified person appointed by an **Affiliated College** to mark **assessments**.

**MCL** is Master of Christian Leadership, a **coursework masters** at **AQF** Level 9.

**MDiv** is Master of Divinity, a **coursework masters (extended)** at **AQF** Level 9.

**member** means a member of the **Australian University of Theology**, as defined in the **Constitution**.

**merit grade** is a grade awarded based on student performance in the assessment of a **unit**.

**Ministry and Practice (M&P) units** are units from the **EM**, **PC** and **DE** fields.

**MIS** is Master of Intercultural Studies, a **coursework masters** at **AQF** Level 9.

**MMin** is Master of Ministry, a **coursework masters (extended)** at **AQF** Level 9.

**moderate** see **moderation**.

**moderation** is a process that ensures quality and consistency in assessment across **Affiliated Colleges**. The process follows the [Moderation Policy](#).

**Moderation and Inclusion Manager** is the officer of **AUT** that manages **AUT's** moderation procedures.

**moderation instrument** is an **assessment instrument** chosen to be moderated. It is usually the major **assessment**.

**Moderation Portal** is an online platform designed to improve efficiency and effectiveness as well as reduce the administrative burden for **Affiliated Colleges**, **Moderators**, and the **AUT Office**. It manages the creation and approval of **UQAFs**, the **moderation** of scripts as well as the approval process of **Academic Staff**.

**Moderator** is the academic appointed by the **University** to carry out the process of moderation for a given **unit field**.

**MPM** is Master of Professional Ministry, a **coursework masters** at **AQF** Level 9.





**MTh (Res)** is Master of Theology (Research), a research degree at **AQF** Level 9.

**MTS** is Master of Theological Studies, a **coursework masters** at **AQF** Level 9.

## N

**National Code** is the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

**National Statement** is the National Statement on Ethical Conduct in Human Research 2023 by the **NHMRC**.

**nested courses** are a set of consecutive courses that lead to qualifications at different Australian Qualifications Framework (**AQF**) levels. Courses at lower **AQF** levels are “nested” within courses at higher **AQF** levels. In an opt-in design, students are enrolled in a lower level course and may progress to higher-level course(s). In an opt-out design, students are enrolled in a higher-level course and may exit at one or more earlier points with a lower-level award.

**NHMRC** is the National Health and Medical Research Council.

**non-academic matter** is an administrative or other matter (for example, matters related to fees, withdrawals, expulsion, allegations of bullying or harassment, etc.) and other action, inaction or decisions that students may consider are interfering with the progress of their studies or with the granting of an **award**.

**non-discriminatory language** is the use of language which is not discriminatory, which is speaking or writing in a way that discriminates against, vilifies or denigrates individuals on the basis of their gender, colour, ethnicity, age, disability, race or religion.

**NT** is New Testament (**unit field** in **B&L**).

## O

**off-campus delivery mode** is a way of delivering a unit which does not require students to be physically present on campus. It may also be known as distance, online, or external study.

**OVC** is the **Office of the Vice-Chancellor**.

**overseas candidate** is a **candidate** who currently resides outside Australia.

**overseas student** is a student who is in Australia on a student visa enrolled with the **University** through its **Affiliated Colleges**.

**Overseas Student Liaison Officer** is the **University** officer who provides support for **overseas students** and reports on matters regarding overseas students to relevant bodies. **Affiliated Colleges** approved to deliver courses to overseas students must also appoint their own Overseas Student Liaison Officers.



**Overseas Student Ombudsman** is the officer of the *Commonwealth of Australia* who investigates complaints about problems that overseas students may have with private educational institutions in Australia.

**OT** is Old Testament (**unit field** in **B&L**).

## P

**panel** is an advisory group established to perform functions as prescribed by the body authorised to establish it.

**Paradigm** is the Paradigm EMS (Education Management System), a web-based student management system, used to maintain student records.

**parental leave** is leave that can be taken when a person or their partner gives birth or adopts a child under 16 years of age.

**part-time** is any study load under a **full-time** load.

**PC** is Pastoral and Church-focussed Ministries (**unit field** in **M&P**).

**PE** is Philosophy and Ethics (**unit field** in **CT&H**).

**peer review** is the evaluation of research and publications by experts in the appropriate field/s.

**perceived conflict of interests** occurs where a reasonable person might perceive that a **conflict of interests** may or could exist.

**persons external to the University** for the purposes of appointment to membership of a committee of the **Academic Board**, are persons who are not employed by or hold office in any substantive capacity in the **University** or any of its **Affiliated Colleges**, e.g. board or committee member, employee or regular visiting lecturer.

**PhD** is Doctor of Philosophy, a research degree at **AQF** Level 10.

**plagiarism** is to take and use another person's ideas and to fail to give appropriate acknowledgement. This includes material from any source, including other staff or students, the Internet, published and un-published works.

**PLP** stands for **Prior Learning Portfolio**.

**policies** are **policy documents**. They are statements that provide principles for how the **University** and its **Affiliated Colleges** will act in a particular area, in line with **University** objectives and relevant standards. These principles guide how decisions will be made within this area. Policies impact the behaviour and decisions of the institution as a whole. They usually require approval by a high level body, such as the **Academic Board**. They are also useful for educating the **University** community about the aims of the **University**, and their own responsibilities and benefits.



**policy document administrator** is the officer responsible for ensuring a particular **policy document** is properly administrated according to the [Policy Framework Policy](#).

**policy document approver** is the approving body, such as a committee or board, or approving person, such as the **Vice-Chancellor**, for a particular **policy document**.

**policy document templates** are the approved pro-forma documents for setting out the different **policy document** types.

**policy documents** are any documents which come under the policy framework (e.g. **policies, procedures, rules** and **guidelines**).

**policy framework** is the system and hierarchy of **policy documents**, set out in the [Policy Framework Policy](#).

**policy glossary** is the set of word and term definitions to be used in all **University** documentation (this document).

**Postgraduate Coordinator (also known as the Research Coordinator)** is the **academic staff** member in an **Affiliated College** who has responsibility for oversight of research and research training in that college. They also act as the **Research Integrity Advisor**.

**Posthumous Award** is the conferral of an **award** to a **candidate** if they complete all or substantial requirements for the award but decease before **conferral**.

**Principal** is the Principal or equivalent officer of an **Affiliated College**.

**Principal Supervisor** is the **supervisor** responsible for supervision of the research content and academic administration of an assigned **HDR candidate**.

**Prior Learning Portfolio (PLP)** is a detailed record of prior learning and experiences necessary for application for **credit transfer** or **RPL**.

**PRISMS** is the Provider Registration and International Student Management System, provided by the Department of Education and the Department of Home Affairs for the administration of **overseas students**.

**procedures** are **policy documents**. They describe how policy, rules or other objectives will be put into action. Procedures outline step by step who is responsible, what steps need to be taken, and what forms or documents are to be used.

**Project** is a unit of study where there is a single piece of written assessment.

**Project coordinator** is the academic responsible for overseeing a **project** in an **Affiliated College**.

## Q

**QILT** stands for Quality Indicators for Learning and Teaching, a suite of surveys administered by the **SRC**.



**QMS** stands for Quality Management System.

**Quality Manager** is the officer of the **AUT** that supports the **University** by carrying out delegated functions associated with institutional quality assurance.

## R

**RC** is **Research Committee**.

**Recognised Prior Learning (RPL)** is an alternative pathway to an **AQF** qualification that is different from credit transfer. **RPL** is related to learning achieved outside the formal education and training system.

**Recovery Time Objective (RTO)** is the period of time following an incident within which an activity must be resumed, or resources must be recovered. The term is typically used in the context business continuity and disaster recovery planning.

**re-crediting** is the cancellation of part of a student's FEE-HELP debt for a **unit of study**.

**Registrar** is the registrar or equivalent officer of an **Affiliated College**.

**Registrar of the University/AUT** see **University Registrar**.

**related agency** is an agency with which an **Affiliated College** shares objectives and has a formal relationship, such as a denominational body, mission agency, or parachurch organisation.

**relevant course** is previously completed study which is relevant to the **course of study** to which an applicant is seeking entry.

**Religious Studies** is the field of study 091703 as defined in the Australian Standard Classification of Education (**ASCED**) 2001.

**research**, using the **ERA** definition, is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.

**Research Committee (RC)** is the committee of the **Academic Board** which oversees research and research training through the **Graduate School of Research (GSR)**.

**research candidate** is a candidate enrolled in an **MTh (Res)**, **DMin** or **PhD** degree.

**Research Coordinator** (also known as the **Postgraduate Coordinator**) is the **academic staff** member in an **Affiliated College** who has responsibility for oversight of research and research training in that college.

**research data** is data in the form of facts, observations, images, computer program results, surveys, recordings measurements or experiences on which an argument, theory, test or hypothesis, or another research output is based. Data may be numerical, descriptive, visual or tactile. It may be raw, learned or processed, and may be held in any format or media.



Research data is collected or created, not authored. Research data referred to **policy documents** relates to data generated in research projects and is to be distinguished from the information about research performance and statistical research data which is used for planning and budget purposes.

**research data management** is all the processes and actions required to manage data throughout the research life-cycle to enable it to be preserved and accessible by a controlled audience for current and future research.

**research expertise** is the status necessary for external **co-supervisors** of **HDR candidates**.

**Research Integrity Advisor (RIA)** assists in the promotion and fostering of responsible research conduct and provide advice to those with concerns about potential breaches of the **Code for Research**.

**Research Integrity Office (RIO)** is the unit with responsibilities that include the management of responses to potential and found breaches of the **Code for Research** at an institution. This is under the direction of the **Deputy Vice-Chancellor (Research)**.

**research degree** is a degree completed by means of a research project.

**research masters** is a masters degree which is completed entirely by research.

**research misconduct** is an infraction which involves all of the following:

- a breach of the **Code for Research**
- intentionality, recklessness or gross and persistent negligence
- serious consequences, such as false information on the public record, or adverse effects on research participants, animals or the environment.

Repeated or continuing breaches may also constitute research misconduct where these have been the subject of previous counselling or specific direction.

**Research Misconduct Registry** is the central database which records the details of inquiries into **research misconduct**.

**research outcome** is any result of research which produces and/or disseminates new concepts, methodologies, inventions and understandings, or the synthesis or analysis of such in a new way.

**research phase** is the phase of a **DMin** after the completion of the **MPM** in which the candidate undertakes their main **research project**.

**research plan** is the document identifying goals for achievement during the first twelve months of **candidature** (or part time equivalent) and projecting a proposed timeline to completion. It is completed at the beginning of candidature. An updated version forms part of the **Confirmation of Candidature Portfolio**, and it should be further updated as required throughout **candidature**.



**Research Proposal** is a document prepared by a **research candidate** seeking **confirmation of candidature**, and which forms part of the **Confirmation of Candidature Portfolio**.

**Research Publications Assessment Panel (RPAP)** is the panel of **RC** which makes recommendations on the quality of publications.

**research output** are publications, papers or other methods for communicating research to people other than the author.

**Research Department** undertakes the administration of the research activities of the **University**, managed by the **Deputy Vice-Chancellor (Research)**.

**Research Training Pathway (RTP)** is a standard, inclusive and equitable alternative research admission pathway for prospective students who may not otherwise meet admission requirements for reasons including disability or disadvantage.

**researchers** are all **academic staff**, adjunct professors, professional staff and **HDR candidates**, visiting fellows, visiting students and volunteers engaged in research activities associated or affiliated with the **University**.

**resource portals** may take the form of a discovery layer or library-directed curated webpage or platform which contains links directing stakeholders to internal and external resources.

**resources** are all physical and digital materials that provide information relevant to curricula, scholarship and research, including infrastructure such as electronic databases and external subscriptions that are made available by a provider to support the higher education objectives of its operations.

**Revised Research Proposal** is a formal revision of the **Research Proposal** in light of recommendations by the **Advisory Panel**.

**risk** is the effect of uncertainty on objectives. (AS ISO 31000:2018)

**risk appetite** is the amount and type of risk an organisation is prepared to take or not take in relation to achieving objectives.

**risk management** is coordinated activities to direct and control an organisation with regards to **risk**. (AS ISO 31000:2018)

**RPAP** is **Research Publications Assessment Panel**.

**RPL** is **Recognised Prior Learning**.

**rules** are **policy documents**. They are less formal than a policy. They tend to have more limited scope than a policy and are approved at a lower level. They may clarify how a policy is applied in a particular case. They differ from **guidelines** in that they define what will be accepted and specify sanctions if the rules are not followed.



## S

**SASH** stands for **Sexual Assault** and **Sexual Harassment**.

**SASH Contact Officer** is a designated employee of the **University** or an **Affiliated College** with responsibility for providing information and support in relation to incidents of **sexual assault** and **sexual harassment**.

**Scholarship** (or **scholarly activities**) encompasses activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field.

**Scholarship and Grants Panel (SGP)** is the panel which makes recommendations to the **Research Committee** on the allocation of scholarships and grants as part of the **grants program**.

**Scholarship outputs**, as distinct from **Research outputs**, are academic publications (books, book chapters and journal articles subject to typical refereeing processes) which are focused on "integration" and "application." It does not include popular writing, blogs, etc.

**script** is a written paper for an assessment instrument.

**semester** is one (1) of the two (2) normal **study periods** per year, comprising normally 12-13 teaching weeks.

**senescence** is the reduction over time of the relevance of previous study or prior learning to be the basis for **credit** at enrolment in a new **course** of similar content.

**senior researcher** is normally an academic employed 0.4 EFT or more at an **Affiliated College** who completed their research masters or doctorate more than five (5) years ago.

**SES** is **Student Experience Survey**.

**sexual assault** is a term covering a range of criminal offences involving a sexual act or sexual contact without consent, where a reasonable person, having regard to all the circumstances, would have known consent had not been given.

**sexual harassment** is an unwelcome sexual advance, an unwelcome request for sexual favours, or another unwelcome conduct of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that a person would be offended, humiliated or intimidated.

**SGP** is **Scholarship and Grants Panel**.

**single unit study** is an enrolment method which does not lead to a formal **University award** and does not form part of an award course at another higher education provider. Units completed via this method can, however, be subsequently incorporated into a **University award**.

**specified credit** is **credit** granted in the form of specific **unit(s)** from which a student is exempted.





**SRC** stands for Social Research Centre.

**staff** means employee(s) of either the **University** or an **Affiliated College**, unless otherwise specified. Staff may include both paid employees and volunteers acting on behalf of the **University** or an **Affiliated College**.

**standing committee or sub-committee** is a permanent committee established to perform functions and take decisions as prescribed by the body authorised to establish it.

A **Statement of Attainment** recognises that one or more accredited subjects have been completed.

**Statement on Ethical Conduct** is the National Statement on Ethical Conduct in Human Research (2023).

**student** is a student of the **University**. They may be a prospective, enrolled or former student.

**Student Experience Survey (SES)** is a survey administered by the **SRC**, part of the **QILT** survey suite.

**student lifecycle** is the life cycle of the typical **student**. Students will usually move through several stages, from the **engagement stage**, through the **admission, learning, graduation stages** and culminating in the **alumni stage**. They may then move back through the cycle if they return to study.

**student records** are records kept about each student and include enrolment, attendance, assessment, and other information pertaining to their study.

**Student Support Officer** is a designated staff member or officer of the **University** or an **Affiliated College** with responsibility for providing information and support in relation to wellbeing and safety.

**study mode** is a description of the type of delivery of a course or unit. In relation to courses, the options are attendance/on-campus (also called internal), off-campus (also called online, distance, and external), and multimodal, which is a combination of the other two. In relation to units, the options are on-campus, off-campus, **intensive**, directed study contract, and blended. Study mode is sometimes called the **delivery mode**.

**study period** normally means the period January – June or July – December in which a student may be enrolled for study in a **University award**. For many **students** and **Affiliated Colleges** the period of study is normally a **semester**, which would be embedded in a study period. This more generic term is used so that **intensives** taught outside semester boundaries but contributing to student load for reporting each half-year are embraced by the study period. See also **enrolled study period**.

**sufficiently well prepared to be examined** is a phrase which refers to a thesis being well prepared for examination with regards to presentation requirements such as spelling, grammar, accuracy and clarity of expression.

**supervising college** is the **Affiliated College** at which an **HDR candidate** is enrolled and which has responsibility for the supervision of the candidate.

**Supervisor** is a person who supervises an **HDR candidate** enrolled in a research **course**.

**Supervisor Register** is the register of approved **Supervisors** of **HDR candidates**.

**surrender of documentation** is when students are required to present or send specified physical documents to their primary sponsoring **Affiliated College** for destruction.

**Suspension of Candidature** is an approved period of time on leave from study.

## T

**TAFE** stands for Technical and Further Education institution.

**TCSI** (pronounced 'taxi') is **Tertiary Collection of Student Information**.

**teacher directed learning (TDL)** is the delivery of planned learning experiences involving guidance through learning activities, resources, and opportunities for interaction with teachers/tutors and other students.

**Teaching and Learning Committee (TLC)** is a standing committee of the **Academic Board**.

**teaching weeks** are periods of up to five (5) weekdays in a calendar week when face-to-face on-campus classes are scheduled and presented.

**team leader** is a staff member with responsibility for the leadership and supervision of one or more other **staff members** in one or more operational areas.

**TEQSA** is the Tertiary Education Quality and Standards Agency.

**Tertiary Collection of Student Information** (or **TCSI**, pronounced 'taxi') is a reporting tool enabling real-time reporting of information from **higher education providers** to government departments on institution and student activity.

**testamur** is the official certification document that confirms that a qualification has been awarded to an individual.

**textbook** is a publication which contains comprehensive information and ideas about a unit topic or subject area, used as a tool of teaching and learning. Textbooks are often set as a prescribed resource which students are required to access and read as part of their learning.

**TH** is Theology (**unit field** in **CT&H**).

**Tickit** is a risk management software program, a proprietary software produced by Tickit Systems Pty Ltd.

**TLC** is the **Teaching and Learning Committee**.

**tradition of learning** is the pattern of investigation of a subject that has evolved over time.



**tuition fee** is a fee paid by a **candidate** to cover the cost of tuition, covering registration, administration, supervision and examination fees.

**Turnitin** is an online based text-matching software service. It facilitates electronic **assessment** marking, formative feedback and originality checking.

**tutor** is a person who teaches up to and including 25% of a **unit** and may assist in other teaching tasks.

## U

**ULOs** are **Unit Learning Outcomes**.

**uncredentialed learning** is learning acquired through work and life experience.

**Unique Student Identifier (USI)** is an individual education number for life. It is issued by the Australian federal government. It enables both the student and the government to keep a record of all of an individual's studies in the vocational training and higher education sectors across institutions.

**unit** is short for **unit of study**.

**unit of study** is a block of study in a particular field.

**unit category** is a designation for a group of units that are approved at a certain combination of **AQF** levels. The categories relate to the position of the units in courses.

**unit cohort** is the group of **students** at any given **Affiliated College** undertaking a **unit** at one time.

**unit coordinator** is the academic responsible for a **unit** in an **Affiliated College**.

**unit field** is an area of study offered by the **University**.

**Unit Learning Outcomes (ULO)s** are **learning outcomes** for **units**.

**Unit of Study Evaluation Survey (USES)** is a survey undertaken on a set schedule which evaluates certain **units**.

**University** is the Australian University of Theology Limited.

**University award** is a qualification offered and conferred by the **University**.

**University Registrar** is the officer of the **University** who manages academic administration.

**University Visitor** is a person with authority under the **Constitution** to determine an appeal on certain decisions of the **Council**.

**unspecified credit** is credit which is given in one **course** on the basis of prior formal studies in another course without the direct correlation of learning outcomes.



**up-front paying student** is a student who has chosen to pay tuition fees up-front.

**up-front payment** is the payment made for a **unit** (i.e. up-front) by **FEE-HELP** students in respect of part of the tuition fee associated with a unit or by an up-front paying student who does not defer the payment of fees to **FEE-HELP** in respect of the full tuition fee associated with the unit.

**UQAF** is the Unit Quality Assurance Form.

**USES** is Unit of Study Evaluation Survey.

**USI** is Unique Student Identifier.

## V

**VC** is the Vice-Chancellor.

**Vice-Chancellor** means the Vice-Chancellor of the **University**, who is also the Chief Executive Officer of the **University**.

## W

**working days** are the normal business days of the **University**, comprising Monday to Friday and excluding weekends, public holidays and the office shutdown over the Christmas/New year period, which shutdown period is determined annually.

**Working with Children Check** is obtained from the various Australian state authorities, and is required for working with children. Further information can be found at <https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/working-children-checks>.

**WHS** is Workplace Health and Safety.

**whistleblower** is a person who exposes or brings to the attention of management, a regulator, the government, or the public misconduct or illegal activity, especially from within an organisation.

**whistleblowing** is making a disclosure about misconduct or illegal activity, especially within an organisation.

**Workplace Health and Safety (WHS)** is the discipline involving the management of risks to the health and safety of all stakeholders in the workplace.

**World Standard Research Activity** is the status necessary for **Principal Supervisors** of doctoral **HDR candidates**. It is achieved by producing research outputs meeting criteria set by the **University**.