

## Glossary of Terms

### The Purpose of the Glossary

This *Glossary of Terms* is to define key words and phrases used across Curtin College policies, guidelines, procedures and forms, to ensure consistency of use and to enhance readability. In some cases, terms are defined within specific policies and/or procedures.

### Interpreting a Quality Controlled Document

Unless the contrary intention appears in the relevant Document, when interpreting a Quality Controlled Document, the following applies:

1. the word 'including' is not used as a word of limitation and means "including but not limited to";
2. a definition within a Document will prevail over a defined term in this glossary, to the extent of any inconsistency;
3. the singular includes the plural and vice versa; and
4. a reference to gender includes all genders.

### Curtin College Governance Bodies

<b>Academic Board</b>	The academic governance body with oversight over the College's academic programs, quality and performance.
<b>Board of Directors</b>	The corporate governing body of <i>Colleges of Business and Technology (WA) Pty Ltd</i> , which is the legal entity that operates Curtin College.
<b>Board of Examiners</b>	The review panel that determines the academic progression status of students and confirms student eligibility to graduate.
<b>College Leadership Team</b>	Oversee the College's operations, approves non-academic policies, fosters continuous improvement, ensures quality assurance and ensuring the College complies with both internal and external regulatory and legislative requirements.
<b>Learning and Teaching Committee</b>	A governance committee that guides and monitors Curtin College in its learning and teaching.
<b>Program Advisory Committee</b>	A committee that is convened to facilitate the process of course development, review and academic governance.
<b>Student Experience Committee</b>	A committee that leads strategies for academic support, engagement, community, and well-being.
<b>Wellness, Health and Safety Committee</b>	A committee that supports the College Director and Principal in developing, maintaining, and monitoring the College's approach to wellness, health, and safety.

Wording/Acronym	Defined Term
<b>Absence (Student)</b>	Where the College deems the student to have been absent due to medical, compassionate or compelling circumstances, normally substantiated by supporting evidence, e.g. illness where a medical certificate states that the student was unable to attend classes.
<b>Academic Census Date</b>	The final day a student can withdraw from a Unit without an academic penalty being officially recorded for that Unit.
<b>Academic Integrity</b>	Is the moral code or ethical policy of academia. In practice this means that even when your study becomes difficult, committing to acting with honesty, trust, fairness, respect, responsibility and courage is vital. Students must act in an honest way, take responsibility for their actions, show fairness in every aspect of their work, respect the work of others, show the courage needed to create original work and thought and, importantly, demonstrate that they can be trusted to live up to the ethical standards required of a student enrolled in a course at the College.
<b>Academic Language Enrichment Program (ALEP)</b>	This is a set of additional English classes provided for students. ALEP is program specific, and classes are tailored to meet the language needs of the various programs.
<b>Academic Misconduct</b>	As defined in the Academic Integrity Policy. This includes Plagiarism, Collusion, Cheating and Contract Cheating, and Misrepresentation.
<b>Academic Penalty</b>	A penalty imposed for withdrawing after the academic census date, e.g. a Fail Grade for a Unit in which a student is registered in but is not actively submitting work.
<b>Academic Status</b>	An Academic status is assigned by the Board of Examiners to each student at the end of each study period in which the student is enrolled as per the Progress and Intervention Policy
<b>Accreditation</b>	The formal verification by TEQSA (including CRICOS) that Curtin College programs meet established quality standards and can be offered to Students.
<b>Accredited Program</b>	A qualification approved for delivery by TEQSA.
<b>Admission Criteria</b>	Entry requirements prospective students must meet in order to be admitted into the College programs.
<b>Appeal</b>	An appeal constitutes a request to review a decision or outcome relating to any aspect of the student's results, conditions of enrolment, academic progress and attendance, or admission to the College as per the Appeals Policy.
<b>Appellant</b>	A person lodging an appeal.
<b>Approved Absence</b>	An attendance status for a student who has a Medical Certificate or other evidence to explain absence from class.
<b>Assessment</b>	Any assessment that the student undertakes related to a period of study, including the final examination, but not limited to assignments, tests, mid-semester/trimester exams, presentations, portfolios etc.
<b>Assessment Criteria</b>	Used to establish the degree to which a student has achieved the intended learning outcomes for an Assessment or a Unit.
<b>Assessment Extension</b>	The process and approval where an assessment task assignment can be submitted at a later date.
<b>Assessment Weighting</b>	The proportion of marks assigned to each Assessment task.

<b>Wording/Acronym</b>	<b>Defined Term</b>
<b>At Risk</b>	A student who is deemed to be at 'At Risk' for academic, attendance or wellbeing reasons.
<b>Attendance</b>	The action of being present and meeting any requirements of a scheduled class.
<b>Australian Qualifications Framework (AQF)</b>	The national policy for regulated qualifications in the Australian education and training system.
<b>Award</b>	A qualification conferred by the College that is recognised under the Australian Qualifications Framework.
<b>Blind Marking</b>	Is when the person marking the assessment does not have information enabling the submitting student to be identified, it can be a control against bias.
<b>Block Credit</b>	Credit granted towards whole/partial stages or components of a Program.
<b>Bullying/Harassment</b>	<p>A person or a group of people behaves unreasonably towards another person or group of people and the behaviour creates a risk to health and safety.</p> <ul style="list-style-type: none"> <li>• Bullying/Harassment does not include reasonable classroom or other management action carried out in a reasonable manner.</li> <li>• Bullying/Harassment behaviour may involve, for example, any of the following types of unreasonable behaviour: <ul style="list-style-type: none"> <li>○ aggressive or intimidating conduct.</li> <li>○ belittling or humiliating comments.</li> <li>○ spreading malicious rumours.</li> <li>○ teasing, practical jokes or initiation ceremonies.</li> <li>○ exclusion from work or class-related events.</li> <li>○ unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level.</li> <li>○ displaying offensive material.</li> <li>○ pressure to behave in an inappropriate manner.</li> </ul> </li> </ul>
<b>Cancellation of Enrolment</b>	To cancel the commencement or continuation of a program in which the student is enrolled.
<b>Census Date</b>	The census date is the date on which registration in units is final. This is Friday of Week 4 of each Study Period.
<b>Confirmation of Enrolment (CoE)</b>	A document registered with Australian Immigration to confirm a student's acceptance into a particular course for a specified duration.
<b>Combined Enrolment</b>	Refers to enrolments where a student is simultaneously registered in units from two different stages of a program—for example, completing the final units of Stage 1 while also beginning units from Stage 2.
<b>Commencement</b>	The published date of commencement of tuition at Curtin College.
<b>Commencing (New) Student</b>	A student who is undertaking the first study period of their program.

Wording/Acronym	Defined Term
<b>Compassionate and Compelling Circumstances</b>	<p>Compassionate or compelling circumstances refer to situations beyond the student's control that a reasonable person would consider not caused by the student's actions or inactions, whether direct or indirect, and for which the student is not responsible. The circumstances must be unusual, uncommon, or abnormal:</p> <ul style="list-style-type: none"> <li>• not making their full impact on the student until on, or after their offer was accepted or studies commenced;</li> <li>• such that it is impracticable for the student to commence or complete their studies; and</li> <li>• having an impact upon the student's academic progress or wellbeing.</li> </ul>
<b>Complaint</b>	An expression of dissatisfaction about the College, related to its services or administrative practices, where a response is explicitly or implicitly expected.
<b>Complainant</b>	A person lodging a complaint.
<b>Confidentiality</b>	<p>The principle upheld to ensure that information provided under this policy is only disclosed to those legitimately involved in resolving the complaint, providing support to a complainant, or as required by law. Confidentiality must be maintained to:</p> <ul style="list-style-type: none"> <li>• respect the privacy of individuals;</li> <li>• prevent victimisation or defamation of the parties involved; and/or,</li> <li>• Facilitate prompt resolution of the complaint.</li> </ul>
<b>Consent</b>	<p>A free, voluntary and informed agreement between people to participate in a sexual act – there are two options Yes or No. This agreement is only present when these people mutually and genuinely feel they want to engage in that sexual act and actively make sure their partner does too.</p> <p>Consent needs to be given each time you do a sexual activity with another person:</p> <ul style="list-style-type: none"> <li>• just because someone has given consent in the past, it doesn't mean that they agree to doing it again</li> <li>• a person can change their mind at any time</li> <li>• consent to one type of sexual activity is not consent to other kinds of sexual activity.</li> </ul> <p>The law says that under the following circumstances, a person <b>does not consent</b>:</p> <ul style="list-style-type: none"> <li>• If they are unconscious or seriously intoxicated;</li> <li>• If one person is under the age of 18, and they are under the other person's care, supervision, or authority;</li> <li>• If the person has a serious mental or intellectual disability that affects their ability to understand what is happening;</li> <li>• If the consent is obtained by force, threat, intimidation, deceit or fraud.</li> <li>• A person can withdraw their consent at any time. If a person changes their mind, or says something like 'stop', it is a crime to keep going.</li> <li>• A person cannot consent to sexual activity if they are under the age of consent.</li> </ul>
<b>Continuing Student Enrolment</b>	A student who has paid fees and registered in units for the ensuing study period.
<b>Continuing Student</b>	A student who has completed at least one study period of their program and is undertaking a second or subsequent study period of their course.
<b>Copyright material</b>	Means material in which copyright is held by a third party.

Wording/Acronym	Defined Term
<b>Co-requisite unit</b>	A requirement for students to be concurrently registered in a designated unit at the same time as registering in another unit.
<b>Course Weighted Average (CWA)</b> also known as Program Weighted Average (PWA)	The average percentage mark for all grade/mark unit/s in which the student is enrolled in a program is weighted by their credit points. Calculation of this average includes units that are failed, or any unit with a result of 'not complete' or 'annulled'.
<b>Credit Points</b>	A measure used to identify the academic study load of units undertaken and the extent to which those units will contribute towards completion of course requirements.
<b>Credit for Recognised Learning (CRL)</b>	<p>CRL comes in three categories:</p> <ul style="list-style-type: none"> <li>• Block Credit – is credit granted towards whole stages of study (study periods) or components within a program of study leading to a qualification.</li> <li>• Exemption – is credit granted towards particular or specific unit/s of study within a course, it is also called “specified Credit at Curtin”.</li> <li>• Unspecified Credit – is credit granted towards unspecified optional or elective units of study.</li> </ul>
<b>CRL Process</b>	Means a process that assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for CRL may result in the applicant meeting the entry requirements for a Curtin College course or being granted CRL for a unit within a Curtin College course.
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students. All institutions and courses who are accredited by the Tertiary Education Quality & Standard Agency have a CRICOS code.
<b>Critical Incident</b>	<p>A tragic and/or traumatic event which causes or is likely to cause extreme physical and/or emotional distress to staff and/or students and may be regarded as outside the normal range of experience of the people affected.</p> <p>Critical Incidents are the highest level of incident that may directly or indirectly affect the core operations of the College and/or Curtin University (CU).</p> <p><i>The term critical incident is preferred to crisis, emergency or other similar expressions.</i></p>
<b>Data Breach (data/information)</b>	Occurs when the security measures to protect information, including Personal Information, are compromised, contravened and/or fractured or break down for any reason and such breach of security leading to the accidental or unlawful destruction, loss, alteration, modification, unauthorised disclosure or use of, access to or other misuse of information, including Personal Information, transmitted, stored or otherwise processed.
<b>Defer (Program)</b>	To delay commencement or continuation of course studies. Usually for one study period.
<b>Department of Home Affairs</b>	The Australian government agency responsible for multicultural affairs, immigration and border-related functions and agencies, including the issuance of student visas.

Wording/Acronym	Defined Term
<b>Curtin College Diploma</b>	A Higher Education accredited award comprising of two stages. Diploma (Stage 1) is for students who have completed Year 11 or equivalent. After successful completion of Stage 1, students' progress to Diploma (Stage 2) of the Diploma. Stage 2 is for students who have completed Australian Year 12 or equivalent. Each stage consists of 200 credit points.
<b>Disability</b>	<p>As outlined in the Disability Discrimination Act 1992, disability means:</p> <ul style="list-style-type: none"> <li>• total or partial loss of the person's bodily or mental functions;</li> <li>• total or partial loss of part of the body;</li> <li>• the presence in the body of organisms causing disease or illness;</li> <li>• the presence in the body of organisms capable of causing disease or illness;</li> <li>• the malfunction, malformation or disfigurement of a part of the person's body;</li> <li>• a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or</li> <li>• a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;</li> </ul> <p>and includes a disability that:</p> <ul style="list-style-type: none"> <li>• presently exists;</li> <li>• previously existed but no longer exists;</li> <li>• may exist in the future; and/or</li> <li>• is imputed to a person;</li> </ul> <p>and results in:</p> <ul style="list-style-type: none"> <li>• a reduced ability to access educational services provided by the College; and</li> <li>• a need for support services to overcome these barriers.</li> </ul>
<b>Disclosure of Sexual Assault or Sexual Harassment</b>	When a person tells someone about an incident, or a suspected incident, of sexual assault and/or harassment, directed towards them, or a member of the College's community. <b>Disclosing is not the same as reporting</b> but will enable referral to appropriate support and information.
<b>Domestic/Local Student</b>	A student who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a course of study. For campuses outside Australia, this term will refer to a student that is a citizen of the country where for the campus is located.
<b>Double Marking</b>	Requiring two different staff to mark the same piece of work submitted for assessment, where the original marks and comments are seen by the second marker.
<b>English Language Intensive Courses for Overseas Students (ELICOS)</b>	An English language course that for overseas students to improve and develop their English language skills.

Wording/Acronym	Defined Term
<b>English Language Proficiency</b>	Means the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their studies. Such uses may range from a task such as discussing work with fellow students to more complex tasks such as writing an academic paper or delivering a speech to a professional audience.
<b>Enrolled</b>	A student is deemed to have enrolled once they have registered in units for the current study period (Status = Current).
<b>Enrolment in a Program</b>	Occurs at the point the letter of Acceptance has been signed.
<b>Registered in a Unit</b>	Occurs when a student selects their units of study and timetable for the current study period. This process is done through the Student Portal.
<b>Education Services of Overseas Students Act (ESOS)</b>	The ESOS Act 2000 regulates the delivery of education services to international students.
<b>Examination</b>	An assessment that students are required to complete to measure their knowledge, skills, and aptitude in a specific subject area. Examples include but are not limited to standard written tests, multiple-choice tests, practical exams, laboratory evaluations, quizzes, reviews, online assessments, oral examinations, and take-home assessments.
<b>Exceptional Circumstances</b>	An unusual, unexpected, or extraordinary situation that deviates from the normal course of events. It may consist of a single occurrence or a combination of factors which, when considered collectively, are deemed atypical or out of the ordinary
<b>Exchange Marking</b>	Requiring two staff members to exchange certain pieces of student work for marking, so that (for example) a lecturer in Curtin College Perth marks the examination scripts of Curtin Singapore students and vice versa.
<b>Exemption</b>	When a student receives advanced standing in their course due to prior qualification.
<b>Explained Absence Form</b>	The specified form for a student to apply for an approved absence status.
<b>External Referencing/ Benchmarking</b>	A process through which Curtin College compares an aspect of its operations with an external comparator(s) e.g., comparing the design of a program of study and/or student achievement of learning outcomes with that of a course from another provider.
<b>External Validation/Moderation</b>	Having some assessment tasks common to those of another course or institution and applying collaborative or cross marking techniques.
<b>FEE-HELP</b>	An Australian Government loan that assists eligible fee-paying students to pay part or all their tuition fees. Australian citizens and holders of permanent humanitarian visas are eligible for FEE-HELP assistance.
<b>Fees</b>	Financial charges for enrolment, tuition, penalties, materials provision and various other activities.
<b>Final Result</b>	The final score awarded to a student for a unit of study incorporating all in class assessment marks and if applicable, the final exam mark.

Wording/Acronym	Defined Term
<b>First Responder</b>	<p>Means a member of the College's community who, as part of their substantive duties, may provide appropriate support and information to anyone who has been subjected to sexual assault and or sexual harassment.</p> <p>The College recognises that students and/or staff may disclose or report to a member of the College's community who is not a designated first responder. In such instances any member of the College's community should support the complainant in accessing and talking with a trained first responder.</p> <p>Details of first responders are available on the website, in the student handbook and are placed on noticeboards around the campus.</p>
<b>Formal Review of Assessment</b>	Where a student is dissatisfied with the outcome of the information review, they may lodge a request for a formal review.
<b>Full time study load:</b>	A study period normally consists of 4 units of study equating to a minimum of 100 credit points per teaching period.
<b>Further Assessment</b>	Further assessment is the formal approval by a Board of Examiners for a student to undertake an additional assessment task to provide an opportunity for the student to pass the unit.
<b>Gap</b>	<p>The term refers to the duration beyond the normal study break that a student must wait before resuming their studies or continuing with their program.</p> <p>This situation may arise when a specific unit essential for program completion is not available in the upcoming study period, resulting in a "gap" in the student's academic progression before they can continue to their next course.</p>
<b>Gender Based Violence</b>	
<b>Good Standing</b>	The student is achieving satisfactory academic progress and is permitted to continue in the Program.
<b>Grade</b>	A standard of academic performance, as per the College's grading scheme.
<b>Graduand</b>	A student who has successfully completed all the requirements of the Award.
<b>Hazard</b>	In relation to a person, anything that may result in injury to the person; or harm to the health of a person.
<b>Health, Safety and Wellbeing</b>	Students and staff receive practical support to reduce the barriers that may impact on their success as a student. The initiative is focused on assisting students to connect with other students, the learning and teaching community and the college/campus support staff and structure to develop their levels of awareness, resilience and self-management skills and capabilities.
<b>Higher Education Standards Framework (HESF)</b>	The HESF (Threshold Standards). These standards apply to all providers offering higher education programs leading to a higher education award.
<b>Homestay Accommodation Provider</b>	The organisation to whom Curtin College contracts the arrangement and monitoring of homestay placement for students.
<b>Immigration</b>	Refers to the Department of Home Affairs, which is the Australian government agency responsible for multicultural affairs, immigration and border-related functions and agencies. The Department of Home Affairs is responsible for issuing Student Visas.

<b>Wording/Acronym</b>	<b>Defined Term</b>
<b>Incident</b>	An event that has resulted in injury and/or a sudden health impact and/or property damage and/or call-out of emergency services and/or serving of a Notice or Fine by a health and safety regulator and/or a visit by a health and safety regulator. Also includes near miss incidents and emergency drills.
<b>Informal Review of Assessment</b>	Where a student who believes that the mark awarded for an assessment is incorrect, may request an Informal Review of their mark.
<b>Information Technology (IT)</b>	Any device, network, system, service, infrastructure, application, database or any physical and/or virtual location that stores, transports or processes College Information Assets.
<b>Information Security</b>	The protection of information and information systems from unauthorized access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.
<b>Intellectual property</b>	Means any intellectual creation/s such as literary works, artistic works (i.e. songs, poetry, books, photographs etc) inventions, designs, symbols, names, images, computer code, ideas and other products of intellectual capital that can be protected by copyright, patents and trademarks.
<b>Intent to Report</b>	Communication advising an international student of the College's intent to report them to the Government Department due to non-compliance which outlines the appeals process and related action.
<b>Internal Audit</b>	It is a first party audit; Curtin College audits its own quality system.
<b>International Student</b>	A student who is not an Australian or New Zealand citizen or the holder of a permanent residency or humanitarian visa. For campuses outside Australia, this term will refer to a student that is not a citizen of the country where for the campus is located.
<b>Intervention strategy</b>	Any method that identifies students who are at risk (academic or wellbeing) and attempts to mitigate through academic assistance, support, amended study plan and/or counselling.
<b>Investigator</b>	Means an individual tasked with investigating a complaint. The person appointed as an investigator will be skilled in investigation and any conflict of interest will be avoided.
<b>Learning Access Plan (LAP)</b>	A document provided by the Student Counsellor at Curtin College to facilitate adjustments and support to be implemented for a student with Access, Diversity, Equity and Inclusion needs.
<b>Learning Management System (LMS)</b>	An online system for delivery of subject content to students.
<b>Letter of Acceptance</b>	A letter that indicates a student has accepted an Offer and agrees to all terms and conditions of that offer. At this point the student is enrolled in their program.
<b>Letter of Offer</b>	A Formal offer of a place at Curtin College in a nominated course.
<b>Mandatory Data Breach Reporting</b>	Means the requirement in Australia to report a Data Breach specific to Personal Information relevant to the privacy of an individual or group of individuals to the individuals concerned and to inform Office of the Australian Information Commissioner (OAIC) of what action has been taken in the wake of the Data Breach.
<b>Marking Schema</b>	An indication of the expected standards for levels of achievement of the assessment criteria

Wording/Acronym	Defined Term
<b>Misconduct</b>	<p>As per the Code of Conduct. Conduct by a student (other than Academic Misconduct) includes, but is not limited to, conduct which:</p> <ul style="list-style-type: none"> <li>• Behaviour which is in breach of the Curtin College Terms of Offer, policies, Code of Conduct, including the College's Information and Technology Acceptable Use Policy.</li> <li>• Behaviour which constitutes a serious impediment to the carrying out of Curtin College functions or those overseen by the College.</li> <li>• Bullying, threatening, or disrespectful behaviour by a person towards another student or staff member.</li> <li>• Offensive behaviour, including inappropriate language (written or verbal)</li> <li>• Behaviour which is detrimental to Curtin College, its partner provider, its staff or students.</li> <li>• Behaviour which breaches the right of all persons to receive equal, unbiased and non-discriminatory consideration irrespective of sex, race or any other involuntary personal characteristic.</li> <li>• Behaviour that is in breach of the Curtin University Land and Traffic By-Laws.</li> <li>• Behaviour that is in breach of the College's Code of Conduct:</li> </ul> <p>Serious Misconduct includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Sexual Harassment/Assault</li> <li>• Repeated or extreme cases of Misconduct</li> <li>• Carrying or using a weapon on campus</li> <li>• Deliberate damage to college or campus property</li> <li>• Submission of falsified documents to the College</li> </ul>
<b>Moderation</b>	<p>The quality assurance process to ensure consistency of marking in assessments and exams within units and consistency of assessment for all students registered in the unit – both within a study period and across different study periods.</p>
<b>National Code 2018</b>	<p>The <a href="#">National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students</a> (the 'National Code') is a legislative instrument made under the Education Services for Overseas Students Act 2000 and sets nationally consistent standards to support providers to deliver quality education and training to overseas students.</p>
<b>National Student Ombudsman</b>	<p>An independent and impartial body that will be able to receive escalated complaints from higher education students (enrolled at Australian Campuses) about the actions of their higher education provider.</p>

Wording/Acronym	Defined Term
<b>Natural Justice</b> (sometimes called 'procedural fairness')	Means that a process has been developed that is subject to the following principles: <ul style="list-style-type: none"> <li>✓ all parties must be given an opportunity to present their case;</li> <li>✓ the respondent must be provided with notice and information about allegations made against them and information about their rights to advocacy;</li> <li>✓ the respondent must be given a reasonable timeframe within which to respond;</li> <li>✓ the decision maker must: <ul style="list-style-type: none"> <li>▪ act fairly and without bias;</li> <li>▪ declare any conflict of interest;</li> <li>▪ consider all relevant evidence; and,</li> <li>▪ base any decision on evidence that supports it;</li> </ul> </li> <li>✓ all parties must be informed of the decision relating to the complaint, and the reasons for that decision</li> </ul>
<b>Navigate</b>	Student Management System (SMS) used by Curtin College for student administration.
<b>Non-Award Program</b>	A program that does not count towards an overall award, such as a diploma or degree.
<b>Organisation Self-Assessment</b>	The process of self-evaluation in which the Institute determines whether products and services meet the quality standards.
<b>Overseas Student Health Cover (OSHC)</b>	OSHC is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia.
<b>Packaged Offer</b>	A packaged offer is a combination of courses at Curtin College, Curtin University and/or Curtin English.
<b>Partner Provider</b>	An institution that provides a program which is CRICOS registered as being offered by Curtin College. The College oversees all matters relating to the delivery of those programs.
<b>Payment Plan</b>	Payment of fees over a specified period.
<b>Personal Emergency Evacuation Plan (PEEP)</b>	An 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period in the event of any emergency. A PEEP may be necessary due to impairments or other circumstances e.g. short-term injury (broken leg), temporary medical condition.
<b>Personal Information</b> (also referred to as Data for purposes of this Framework)	Any information or opinion which identifies an individual or can reasonably identify an individual regardless of the format it takes. The types of Personal Information which the College handles include, but is not limited to: names, residential addresses, student or staff ID numbers, student or staff photographs or recorded moving images, voice recordings, tax file numbers, email addresses, contact details, date of birth, bank details, government identifiers and signatures. Personal Information also includes a category considered sensitive. Health information, racial origin, ethnicity, biometrics and criminal records are in this category of Sensitive Information, and this information requires extra diligence when it is collected, stored, used or disclosed.
<b>Professional Assessment</b>	A letter from a Professional Clinician providing advice and/or recommendations regarding treatment and management plan in relation to their client's study.
<b>Professional Development (PD)</b>	Process of improving and increasing the capabilities of staff through access to education and training opportunities in the workplace, through outside organisation, or through watching others perform the job.

Wording/Acronym	Defined Term
<b>Program Articulation Requirements</b>	Is a condition or set of conditions referring to specific pre-requisite subjects and/or minimum average mark achieved as a requirement for progressing to another program or to the next stage of another program.
<b>Program Weighted Assessment (PWA)</b>	The average percentage mark for all grade/mark unit/s in which the student is enrolled in a program is weighted by their credit points. Calculation of this average includes units that are failed, or any unit with a result of 'not complete' or 'annulled'.
<b>Post Enrolment Language Assessment (PELA)</b>	Conducted at the start of each study period to assess all students on their academic English levels.
<b>Pre-requisite</b>	A preliminary unit that must be completed (or granted an exemption for) prior to registration in a particular unit of study (details of pre-requisites are specified in the Program Flyers).
<b>Principal Program of Study</b>	The final or highest level of study to be undertaken by an international student. Students on a 'packaged offer' their 'principal program of study' is the degree at Curtin University. Where a student has received a 'stand-alone offer' to study at Curtin College, the College is the provider of their 'principal program of study'.
<b>Program</b>	A formal program of education and/or training made up of study components known as units.
<b>Program Manager</b>	A Curtin College staff member with responsibilities to coordinate and manage the teaching delivery, assessment and moderation process for each unit in their designated program.
<b>Program Progression</b>	The measure of advancement within a program towards its completion.
<b>Provider</b>	Any Higher Education Provider or Registered Training Organisation (RTO) within Australia.
<b>Provider Registration and International Student Management System (PRISMS)</b>	The government database used for the purpose of receiving and processing information about international students with respect to the Education Services for Overseas Students Act 2000 (The ESOS Act). Curtin College is obliged to notify the Secretary of the Federal Department of Education via PRISMS as required under section 19 of the ESOS Act where a student has withdrawn, deferred or cancelled their studies.
<b>Reasonable Adjustment</b>	A measure or action taken to enable a student with a disability to participate in education and training on the same basis as other students at Curtin College, the measures are as per Enrolment Policy.
<b>Reporting a Sexual Misconduct or Gender Based Violence Incident</b>	Reporting a sexual misconduct or Gender Based Violence incident will initiate an investigation within the College.
<b>Respondent</b>	Means a member of the College's community who has been accused of sexual harm.
<b>Rubric</b>	A marking guide used to evaluate the quality of students' assessment submissions and constructed responses i.e., a set of criteria for grading assessment.

Wording/Acronym	Defined Term
<b>Screenrights</b>	Is a reference to the Audio-Visual Copyright Society, which represents owners of copyright in films, scripts, music and sound recordings and negotiates the statutory licenses for the copying of TV and radio broadcasts by educational institutions.
<b>Self-Supporting Students</b>	Students who are independent from their parents or legal guardians and pay their own tuition fees.
<b>Semester</b>	A semester is made up of approximately 17 weeks which includes about 12 teaching weeks; approximately 3 weeks study leave/tuition free and 2 weeks for examinations.
<b>Semester Program/Units</b>	Refers to programs or units conducted within a study period that follows Curtin University's or Curtin College's semester calendar dates.
<b>Senior Staff Member</b>	Refers to a staff member who holds a position of responsibility, experience, and authority within the College ie. Manager or Director roles.
<b>Service Taught Unit</b>	Curtin College students join Curtin University students in the same classrooms. Students are enrolled in these units via Student One and have access to Curtin University OASIS.
<b>Stream</b>	A specialised structure of units within a program that defines a pathway of study.
<b>Student Management System (SMS)</b>	A system used by Curtin College for student administration. Also known as 'Navigate'.
<b>Study Period</b>	A discrete period of study within a program, namely a semester or trimester, in which a student undertakes and completes units of study.
<b>Services Australia (Centrelink)</b>	Is an Australian Government Statutory Agency, assisting people to become self-sufficient and supporting those in need.
<b>Sexual Assault</b>	Sexual Assault is a legal term that: a) describes a broad range of sexual crimes committed against a person (inclusive of: sexual abuse; rape; indecent behaviour; indecent assault; sexual molestation; incest; child sexual abuse; child sexual assault; touching; and/or 'feeling up'); b) is a crime of violence; c) can be a frightening experience that may have long-term effects; and d) may be directed towards any person.

Wording/Acronym	Defined Term
<b>Sexual Harassment</b>	<p>Sexual harassment occurs when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours, or engages in other unwelcome or non-consensual conduct of a sexual nature in relation to another person. This occurs in circumstances where it is reasonably possible that the person harassed would be offended, humiliated or intimidated by the conduct. Sexual harassment can be subtle and implicit rather than explicit.</p> <p>Sexual harassment includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• any deliberate and unsolicited sexual comment, the use of overt sexual language, suggestive or physical contact that creates an uncomfortable learning/working environment for the recipient and is made by a person who knows, or ought reasonably to know, that such action is unwelcome;</li> <li>• a sexual advance or solicitation made by one person to another, where the person making the advance or solicitation knows, or ought reasonably to know, that such action is unwelcome;</li> <li>• a reprisal, or threat of reprisal, for the rejection of a sexual solicitation or advance particularly where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person;</li> <li>• practical jokes of a sexual nature which cause awkwardness or embarrassment;</li> <li>• displaying and/or distributing pornographic pictures or other offensive material of a sexual nature, including audio or visual images of an individual through technological devices, equipment and service;</li> <li>• unwanted physical contact such as kissing, touching, patting or pinching;</li> <li>• unwelcome sexual remarks, sexual jokes, intrusive sexual questions, sexual innuendoes or taunting about a person's body, attire, sex, personal or social life;</li> <li>• sexually explicit emails or text messages;</li> <li>• requests for sexual favours.</li> </ul>
<b>Sexual Harm</b>	<p>Sexual harm refers to any unwelcome or non-consensual sexual behaviour that causes physical, emotional, psychological, or social distress. This includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. <b>Sexual Assault:</b> Any act of a sexual nature carried out against a person without their consent, including forced sexual acts or attempts thereof.</li> <li>2. <b>Sexual Harassment:</b> Unwanted sexual advances, requests for sexual favours, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.</li> <li>3. <b>Sexual Exploitation:</b> Taking advantage of another person's vulnerability or trust for sexual purposes.</li> <li>4. <b>Other Harmful Behaviours:</b> Any conduct of a sexual nature that undermines a person's dignity, safety, or sense of self-worth.</li> </ol> <p>Sexual harm can occur in various forms and degrees, affecting individuals differently. It is always unacceptable and requires timely, supportive, and effective intervention.</p>

Wording/Acronym	Defined Term
<b>Sexual Harm Disclosure</b>	<p>A form of complaint occurring when a complainant or another person tells someone about an incident, or a suspected incident, of sexual assault or sexual harassment directed towards them, or a member of the College community.</p> <p><b>Disclosing is not the same as reporting</b> but will enable the referral of the complainant to appropriate support and information about their choices and options regarding medical, legal and counselling support</p>
<b>Sexual Misconduct</b>	<p>Sexual misconduct includes any of following:</p> <ul style="list-style-type: none"> <li>• rape</li> <li>• sexual assault</li> <li>• sexual exploitation</li> <li>• sexual harassment</li> <li>• stalking</li> <li>• indecent exposure</li> <li>• voyeurism</li> <li>• the distribution of an intimate image without the consent of the individual depicted in the image</li> <li>• gender-based harassment or violence</li> <li>• the attempt to commit an act of sexual misconduct or a threat to commit an act of sexual misconduct.</li> </ul>
<b>Six months of study</b>	<p>Six calendar months of the principal course of study from the date that the student commences the course. Where a deferment of study has been granted in the first semester, the deferred period or leave of absence is not included in the six months of study. Students are expected to complete their six months of study upon their return.</p>
<b>Sponsorship</b>	<p>Where a student's fees are paid by someone else.</p>
<b>Stand Alone Offer</b>	<p>An offer to a student to enrol at Curtin College only.</p>
<b>Statement of Account</b>	<p>Financial transactions recorded against a student, including all receipts and billings.</p>
<b>Student Default</b>	<p>Where an international student does not start a course, withdraws from a course, fails to pay tuition fees, breaches a condition of their student visa or misbehavior by student.</p>
<b>Study Period</b>	<p>A discrete period of study within a course, names a semester or trimester, in which a student undertakes and completes units of study.</p>
<b>Summer School</b>	<p>Units taught over a seven-week intensive period, delivered prior to the first study period for Health Science students.</p>
<b>Supplementary Assessment</b>	<p>Supplementary assessment is the formal approval by a Board of Examiners for a student to undertake an additional assessment task to provide an opportunity for the student to pass the unit.</p>
<b>Suspension</b>	<p>To temporarily place a student's studies on hold (adjourn, delay, postpone), due to misconduct/misbehavior.</p>
<b>Terminated Status</b>	<p>An academic status determined by the Board of Examiners. If a student is terminated from a program, they will no longer be able to study at Curtin College either indefinitely or a set period of time.</p>

Wording/Acronym	Defined Term
<b>Tertiary Collection of Student Information (TCSI)</b>	A data collection and validation tool used by the government to collect information on student enrolments.
<b>TEQSA</b>	Tertiary Education Quality & Standards Agency. Australia's independent national regulator of the higher education sector. It regulates and assures the quality of Australia's higher education providers.
<b>The College</b>	Refers to Curtin College and its partner providers.
<b>Third party providers</b>	A person/s or organisations contracted to the College to provide learning and teaching services and/or support students at the College.
<b>Trauma Sensitive</b>	This means the Counselling Service operationalises some concepts of a Trauma-Informed approach ( <i>Trauma Informed Practice</i> is a strengths-based framework grounded in an understanding and responsiveness to the impact of trauma that emphasises physical, psychological, and emotional safety for everyone, and that creates opportunities for survivors to rebuild a sense of control and empowerment [Hopper et al., 2010]).
<b>Trimester</b>	A defined period of study in which a student undertakes and completes units of study. A trimester is usually made up of 12 weeks of tuition and 1 week of exams over a four-month period.
<b>Trimester Programs/Units</b>	Refers to programs or units conducted within a study period that follows Curtin College's trimester calendar dates.
<b>Tuition Fees</b>	Fees charged for undertaking units of study in a study period, payable prior to the commencement of studies (except for domestic FEE-HELP students) at Curtin College.
<b>Tuition Protection Service (TPS)</b>	A placement and refund service for international and domestic students. TPS is like an insurance cover that aims to place students in an alternative course and offer pro-rata refund on unused portions of their tuition fees.
<b>Unit</b>	A single component of study within a program.
<b>Unit Coordinator</b>	An employee of Curtin College whose role is to ensure the delivery and assessment of a unit and who compiles the College's Unit Outline. The Unit Coordinator reports to the Curtin College Program Manager.
<b>Unit Outline</b>	A document containing essential and administrative information about a unit of study, including details of learning outcomes, assessments and schedules.
<b>Unlawful Discrimination</b>	When a person treats or proposes to treat another person with a protected characteristic unfavourably because of that characteristic. Under Western Australian and federal legislation, discrimination based on the following attributes is unlawful: sex; marital or relationship status; pregnancy and breastfeeding; family responsibilities and parental status; age; race (including colour, descent, nationality, national or ethnic origin or ethno-religion); impairment; religious belief or religious activity; political belief or activity; trade union activity; lawful sexual activity; gender identity; sexual orientation; and association with, or relation to, a person identified on the basis of any of the above attributes.
<b>Valid Enrolment</b>	An enrolment that is carried out in accordance with Curtin College's Terms of Offer, policies and procedures, program requirements, and any other criteria the student is required to meet.

<b>Wording/Acronym</b>	<b>Defined Term</b>
<b>Victimisation</b>	Means when a person commits or threatens to commit, an act against a complainant or respondent, or another person acting in support of a complainant or a respondent because of a specific complaint or disclosure.
<b>Website</b>	Means the College's website where information is available to students, employees and other interested persons or organisations.
<b>Wellbeing</b>	Means matters pertaining to the physical and mental health of students and staff.
<b>Withdrawal from a Unit</b>	When a student withdraws from a unit/s of study offered during a study period.
<b>Withdrawal from Program</b>	When a student withdraws from a program.
<b>Working Days</b>	Refers to College days for which the College is opened to the public. This includes all days except weekends, non-working public holidays and end of year shutdown.