

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 a gender includes all genders.

Curtin College Governance Bodies

Academic Board	The academic governance body with oversight over the College's academic programs, quality and performance.
Board of Directors	The corporate governing body of <i>Colleges of Business and Technology (WA) Pty Ltd</i> , which is the legal entity that operates Curtin College.
Board of Examiners	The review panel that determines the academic progression status of students and confirms student eligibility to graduate.
College Leadership Team	The senior strategic and operational body in the College, that oversees College operations.
Learning and Teaching Committee	A governance committee that guides and monitors Curtin College in its learning and teaching.
Program Advisory Committee	A committee that is convened to facilitate the process of course development, review and academic governance.

Wording/Acronym	Defined Term
Absence (Student)	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.
Academic Census Date	The final day a student can withdraw from a Unit without an academic penalty being officially recorded for that Unit.
Academic Integrity	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.
Academic Language Enrichment Program (ALEP)	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 different courses.
Academic Misconduct	As defined in the Academic Integrity Policy. This includes Plagiarism, Collusion, Cheating and Contract Cheating, and Misrepresentation.
Academic Penalty	A penalty imposed for withdrawing after the academic census date, e.g. a Fail Grade for a Unit in which a Student is Enrolled but is not actively submitting work.
Academic Status	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
Accreditation	The formal verification by TEQSA (including CRICOS) that Curtin College programs meets established quality standards and can be offered to Students.
Accredited Program	A qualification approved for delivery by TEQSA.
Admission Criteria	Entry requirements prospective students must meet in order to be admitted into the College programs.
Appeal	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.
Appellant	A person lodging an appeal.
Approved Absence	An attendance status for a student who has a Medical Certificate or other evidence to explain absence from class.

Wording/Acronym	Defined Term
Assessment	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, and portfolios etc.
Assessment Criteria	Used to establish the degree to which a student has achieved the intended learning outcomes for an Assessment or a Unit.
Assessment Extension	The process and approval where an assessment task assignment can be submitted at a later date.
Assessment Weighting	The proportion of marks assigned to each Assessment task.
At Risk	A student who is deemed to be at 'At Risk' for academic, attendance or wellbeing reasons.
Attendance	The action of being present and meeting any requirements of a scheduled class.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in the Australian education and training system.
Award	A qualification conferred by the College that is recognised under the Australian Qualifications Framework.
Blind Marking	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.
Block Credit	Credit granted towards whole/partial stages or components of a Program.
Bullying/Harassment	<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"> • Bullying/Harassment does not include reasonable classroom or other management action carried out in a reasonable manner. • Bullying/Harassment behaviour may involve, for example, any of the following types of unreasonable behaviour: <ul style="list-style-type: none"> ○ aggressive or intimidating conduct. ○ belittling or humiliating comments. ○ spreading malicious rumours. ○ teasing, practical jokes or initiation ceremonies. ○ exclusion from work or class-related events. ○ unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level. ○ displaying offensive material. ○ pressure to behave in an inappropriate manner.
Cancellation of Enrolment	To cancel the commencement or continuation of a program in which the student is enrolled.
Census Date	Census date is the date on which enrolment is considered to be final. This is considered as at the last working day of Week 4 of each Study Period.

Wording/Acronym	Defined Term
Confirmation of Enrolment (CoE)	A document registered with Australian Immigration to confirm a student's acceptance into a particular course for a specified duration.
Combined Enrolment	Refers to enrolments which combine of the studying of units from one course while also being enrolled in units from the next program, e.g. enrolled in last unit/s of the Certificate course while also enrolled in Diploma unit/s.
Commencement	The published date of commencement of tuition at Curtin College.
Commencing (New) Student	A student who is undertaking the first study period of their program.
Commonwealth Ombudsman	Independent office that acts as an independent third party to assist in settling complaints and appeals between international students (enrolled at Australian campuses) and private registered institute of education providers.
Compassionate and Compelling Circumstances	<p>Circumstances beyond the control of the student that have occurred since the student has accepted an offer to study at Curtin College and have significantly impacted on the student's well-being or progress. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury, where a medical certificate states that the student was unable to attend classes; • bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided); • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; • a traumatic experience, which could include: <ul style="list-style-type: none"> ○ involvement in, or witnessing of a serious accident; or ○ witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports); or ○ where the College was unable to offer a pre-requisite unit, or the international student failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
Complainant	A person lodging a complaint.
Continuing Student Enrolment	A continuing student is deemed to have enrolled once fees have been paid and subjects selected for the ensuing study period.
Continuing Student	A student who has completed at least one study period of their course and is undertaking a second or subsequent study period of their course.
Copyright material	Means material in which copyright is held by a third party.
Co-requisite unit	A requirement for students to be concurrently enrolled in a designated unit at the same time as enrolling in another unit.

Wording/Acronym	Defined Term
Course Weighted Average (CWA)	The average percentage mark for all grade/mark unit/s in which the student is enrolled in a program 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'.
Credit Points	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.
Credit for Recognised Learning (CRL)	<p>CRL comes in three categories:</p> <ul style="list-style-type: none"> • Block Credit – is credit granted towards whole stages of study (study periods) or components within a program of study leading to a qualification. • Exemption – is credit granted towards particular or specific unit/s of study within a course, it is also called “specified Credit at Curtin”. • Unspecified Credit – is credit granted towards unspecified optional or elective units of study.
CRL Process	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.
CRICOS	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.
Critical Incident	<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. 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>
Data Breach (data/information)	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.
Defer (Program)	To delay commencement or continuation of course studies. Usually for one study period.
Department of Home Affairs	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
Curtin College Diploma	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.
Disability	<p>As outlined in the Disability Discrimination Act 1992, 'disability means:</p> <ul style="list-style-type: none"> • total or partial loss of the person's bodily or mental functions; • total or partial loss of part of the body; • the presence in the body of organisms causing disease or illness; • the presence in the body of organisms capable of causing disease or illness; • the malfunction, malformation or disfigurement of a part of the person's body; • a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or • a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; <p>and includes a disability that:</p> <ul style="list-style-type: none"> • presently exists; • previously existed but no longer exists; • may exist in the future; and/or • is imputed to a person; <p>and results in:</p> <ul style="list-style-type: none"> • a reduced ability to access educational services provided by the College; and • a need for support services to overcome these barriers.
Disclosure of Sexual Assault or Sexual Harassment	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. Disclosing is not the same as reporting but will enable referral to appropriate support and information.
Domestic/Local Student	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.
Double Marking	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.
ELICOS	English Language Intensive Courses for Overseas Students.

Wording/Acronym	Defined Term
English Language Proficiency	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.
Enrolled	A student is deemed to have enrolled once subjects have been selected for the current study period (Status = Current).
Enrolment in a Program	Occurs at the point the letter of Acceptance has been signed.
Enrolment in a Unit	Occurs at the point a student selects units of study and timetable for the current study period. This process is done through the Student Portal.
ESOS	This Education Services of Overseas Students Act 2000 that regulates the delivery of education services to international students.
Examination	A form of assessment which a student is required to complete to measure their knowledge, skill and aptitude in a subject area. Examples of examinations include but are not limited to standard written tests, multiple-choice tests, practical examinations, laboratory tests, quizzes, reviews, on-line examinations, oral examinations and take-home examinations. For the purpose of these Rules, an examination means both a University examination and a faculty examination.
Exchange Marking	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.
Exemption	When a student receives advanced standing in their course due to prior qualification.
Explained Absence Form	The specified form for a student to apply for an approved absence status.
External Referencing/ Benchmarking	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.
External Validation/ Moderation	Having some assessment tasks common to those of another course or institution and applying collaborative or cross marking techniques.
FEE-HELP	An Australian Government loan that assists eligible fee paying students to pay part or all of their tuition fees. Australian citizens and holders of permanent humanitarian visas are eligible for FEE-HELP assistance.
Fees	Financial charges for enrolment, tuition, penalties, materials provision and various other activities.
Final Result	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
First Responder	<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. 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>
Full time study load:	A study period normally consists of 4 units of study equating to a minimum of 100 credit points per teaching period.
Gap	Gap or extended gap refers to the period of time beyond the normal study period break that a student must wait in order to be able to return to study or recommence their course. This may occur when a particular unit required to complete the course is not offered in the next study period, therefore the student will have a “gap” in study before they can return to study or progress to the next course.
Good Standing	The student is achieving satisfactory academic progress and is permitted to continue in the Program.
Grade	A standard of academic performance, as per the College’s grading scheme.
Graduand	A student who has successfully completed all the requirements of the Award.
Hazard	In relation to a person, anything that may result in injury to the person; or harm to the health of a person.
HESF	The Higher Education Standards Framework (Threshold Standards). These standards apply to all providers offering higher education programs leading to a higher education award.
Homestay Accommodation Provider	The organisation to whom Curtin College contracts the arrangement and monitoring of homestay placement for students.
Immigration	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.
Incident	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.
Information Technology (IT)	Any device, network, system, service, infrastructure, application, database or any physical and/or virtual location that stores, transports or processes College Information Assets.

Wording/Acronym	Defined Term
Information Security	The protection of information and information systems from unauthorized access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.
Intellectual property	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.
Intent to Report	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.
Internal Audit	Is a first party audit; Curtin College audits its own quality system.
International Student	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.
Intervention strategy	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.
Learning Access Plan (LAP)	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.
Learning Management System (LMS)	An online system for delivery of subject content to students.
Letter of Acceptance	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.
Letter of Offer	A Formal offer of a place at Curtin College in a nominated course.
Mandatory Data Breach Reporting	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.
Marking Schema	An indication of the expected standards for levels of achievement of the assessment criteria

Wording/Acronym	Defined Term
Misconduct	<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"> • Behaviour which is in breach of the Curtin College Terms of Offer, policies, rules or Code of Conduct, including the College’s Information and Technology Acceptable Use Policy. • Behaviour which constitutes a serious impediment to the carrying out of Curtin College functions or those overseen by the College. • Bullying, threatening, or disrespectful behaviour by a person towards another student or staff member. • Offensive behaviour, including inappropriate language (written or verbal) • Behaviour which is detrimental to Curtin College, its partner provider, its staff or students. • 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. • Behaviour that is in breach of the Curtin University Land and Traffic By-Laws. • Behaviour that is in breach of the College’s Code of Conduct: <p>Gross Misconduct includes but is not limited to:</p> <ul style="list-style-type: none"> • Sexual Harassment/Assault • Repeated or extreme cases of General Misconduct • Carrying or using a weapon on campus • Deliberate damage to College or campus property <p>Submission of falsified documents to the College</p>
Moderation	<p>The quality assurance process to ensure consistency of marking in assessments and exams within units and consistency of assessment for all students enrolled in the unit – both within a study period and across different study periods.</p>
National Code 2018	<p>The National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students (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>
Navigate	<p>Student Management System (SMS) used by Curtin College for student administration.</p>
Non-Award Program	<p>A program that does not count towards an overall award, such as a diploma or degree.</p>
Organisation Self-Assessment	<p>The process of self-evaluation in which the Institute determines whether products and services meet the quality standards.</p>
Overseas Student Health Cover (OSHC)	<p>OSHC is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia.</p>

Wording/Acronym	Defined Term
Packaged Offer	A packaged offer is a combination of courses at Curtin College, Curtin University and/or Curtin English.
Partner Provider	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.
Payment Plan	Payment of fees over a specified period of time.
Personal Emergency Evacuation Plan (PEEP)	An 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time 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.
Personal Information (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 includes, 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.
Professional Assessment	A letter from a Professional Clinician providing advice and/or recommendations regarding treatment and management plan in relation to their client's study.
Professional Development (PD)	Process of improving and increasing capabilities of staff through access to education and training opportunities in the workplace, through outside organisation, or through watching others perform the job.
Program Articulation Requirements	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.
Post Enrolment Language Assessment (PELA)	Conducted at the start of each study period to assess all students on their academic English levels.
Pre-requisite	Is a preliminary unit which must be completed (or granted an exemption for) prior to enrolment in a particular unit of study (details of pre-requisites are specified in the Course Flyers).
Principal Program of Study	<p>The final or highest level of study to be undertaken by an international student.</p> <p>For students on a 'packaged offer' their 'principal program of study' is the degree at Curtin University.</p> <p>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'.</p>

Wording/Acronym	Defined Term
Program	A formal program of education and/or training made up of study components known as units.
Program Manager	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.
Program Progression	The measure of advancement within a program towards its completion.
Provider	Any Higher Education Provider or Registered Training Organisation (RTO) within Australia.
Provider Registration and International Student Management System (PRISMS)	The government database used for the purpose of receiving and process 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.
Reasonable Adjustment	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.
Rubric	A marking guide used to evaluate the quality of students' assessment submissions and constructed responses i.e., a set of criteria for grading assessment.
Screenrights	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.
Self-Supporting Students	Students who are independent from their parents or legal guardians and pay their own tuition fees.
Semester	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.
Semester Program/Units	Refers to programs or units conducted within a study period that follows Curtin University's or Curtin College's semester calendar dates.
Service Taught Unit	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.
Stream	A specialised structure of units within a program that define a pathway of study.

Wording/Acronym	Defined Term
Study Period	A discrete period of study within a program, namely a semester or trimester, in which a student undertakes and completes units of study.
Services Australia (Centrelink)	Is an Australian Government Statutory Agency, assisting people to become self-sufficient and supporting those in need.
Sexual Assault	<p>Means an inclusive term used to describe any type of unwanted sexual act inflicted upon a person that they have not freely and voluntarily consented to, have withdrawn consent to, or occurs in circumstances where they are incapable of giving free and voluntary consent. It is inclusive of a variety of unwanted sexual behaviours a person may be subjected to, ranging from activities such as unwanted sexualised touching through to sexual intercourse without consent.</p> <p>Sexual assault can include sexual behaviours that involve the use of force, threats, coercion or control towards a person.</p> <p>Sexual assault typically involves an exploitation of vulnerability, betrayal of trust and the misuse of positional power.</p>

Wording/Acronym	Defined Term
Sexual Harassment	<p>Means an unwelcome sexual advance or request for sexual favours or conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated where a reasonable person would anticipate that reaction in the circumstances. Sexual harassment includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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; • 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; • 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; • practical jokes of a sexual nature which cause awkwardness or embarrassment; • 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; • unwanted physical contact such as kissing, touching, patting or pinching; • unwelcome sexual remarks, sexual jokes, intrusive sexual questions, sexual innuendoes or taunting about a person's body, attire, sex, personal or social life; • sexually explicit emails or text messages; • requests for sexual favours.
Six months of study	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.
Sponsorship	Where a student's fees are paid by someone else.
Stand Alone Offer	An offer to a student to enrol at Curtin College only.
Statement of Account	Financial transactions recorded against a student, including all receipts and billings.
Student Default	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.
Study Period	A discrete period of study within a course, names a semester or trimester, in which a student undertakes and completes units of study.
Summer School	Units taught over a seven-week intensive period, delivered prior to the first study period for Health Science students.

Wording/Acronym	Defined Term
Supplementary Assessment	Supplementary assessment is the formal approval by a Board of Examiners for a student to undertake an additional assessment task in order to provide an opportunity for the student to pass the unit.
Suspension	To temporarily place a student's studies on hold (adjourn, delay, postpone), due to misconduct/misbehavior.
Terminated Status	An academic status usually 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.
Tertiary Collection of Student Information (TCSI)	A data collection and validation tool used by the government to collect information on student enrolments.
TEQSA	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.
The College	Refers to Curtin College and its partner providers.
Trimester	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.
Trimester Programs/Units	Refers to programs or units conducted within a study period that follows Curtin College's trimester calendar dates.
Tuition Fees	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.
Tuition Protection Service	A placement and refund service for international and domestic students. The 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.
Unit	A single component of study within a program.
Unit Coordinator	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.
Unit Outline	A document containing essential and administrative information about a unit of study, including details of learning outcomes, assessments and schedules.
Unlawful Discrimination	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.

Wording/Acronym	Defined Term
Valid Enrolment	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.
Victimisation	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 as a result of a specific complaint or disclosure.
Website	Means the College’s website where information is available to students, employees and other interested persons or organisations.
Wellbeing	Means matters pertaining to the physical and mental health of students and staff.
Withdrawal from a Unit	When a student withdraws from a unit/s of study offered during a study period.
Withdrawal from Program	When a student withdraws from a program.
Working Days	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.