

Glossary

Academic adviser

A staff member available to give specific advice related to a program of study and enrolment options.

Academic honesty

A fundamental principle that all staff and students act with integrity in the creation, development, application and use of ideas and information.

Related terms: deception, fabrication, plagiarism, sabotage

Refer to: the Academic Honesty Policy
www.mq.edu.au/policy/docs/academic_honesty/policy.htm.

Academic record

An academic record is an official document outlining a student's enrolment and the grades they have been awarded. It can include other useful information such as grade point average and the credit point requirements for the student's degree.

Related terms: academic transcript, testamur

Academic transcript

The academic transcript is the official and certified version of a student's academic record. The academic transcript lists the units and programs a student has enrolled in and all units they have attempted, and the grades received. An official transcript is always printed on watermarked University paper. Most universities charge an administrative fee to have this printed. A certified copy means that a Justice of the Peace (JP) has sighted the original document and identified that the photocopy is a true copy of the original.

Also known as: transcript

Related terms: academic record, testamur

Academic year

The academic year for most courses consists of two half-years (semesters), each consisting of 13 weeks of teaching and an examination period of several weeks. The University also offers courses with other types of academic year including trimesters, terms, summer session and winter vacation.

Also known as: half-year, semester

Advanced standing

See Credit for Previous Studies (CPS).

Assessment

The activities, tasks and/or performances that support learning and are required of a student in order to complete a unit of study.

Related terms: examination

Assumed knowledge

Some 100-level units, while not having prerequisites, assume that students have certain knowledge and skills from previous study (such as the HSC). This information is listed in the UAC Guide each year.

Related terms: corequisite, prerequisite, waiver

Australian Higher Education Graduation Statement (AHEGS)

A statement of a graduate's academic achievements that includes details about their course, qualification awarded, the institution and the Australian higher education sector.

Related terms: transcript

Bachelor degree

The term commonly used to describe the award issued by all higher education institutions on completion of a set program of undergraduate units that confirms successful completion.

Related terms: degree, graduate diploma, higher degree

Bachelor degree rules

These are the formal rules which define and set conditions for all aspects of a student's enrolment. They also specify the requirements for the award of the different degrees offered by the University.

Also known as: rules

Capstone unit

A final year unit of study in an undergraduate degree program which integrates the material presented across a major or program of study.

Related terms: participation unit, people unit, planet unit

Census date

This is the date by which a student must discontinue their enrolment if they do not wish to be liable for HECS charges or tuition fees for a unit. If a student remains enrolled after the census date, they will be liable for all associated HECS charges or tuition fees for that unit. The census dates are 31 March (first half-year) and 31 August (second half-year). Other census dates apply to other study periods and units.

Related terms: HECS, HECS-HELP

Refer to: www.mq.edu.au/unifees/census_10.html

Certified documents

Are documents that have been certified as a true copy of the original by a Justice of the Peace (JP). JPs must sign and place their JP number on the photocopied documents. For applications to Macquarie University, any member of staff at the Student Enquiry Service is able to provide

this service. Applicants need to provide both the original documentation and a photocopy of this documentation to the member of staff who will check, stamp and then accept the documentation.

Refer to: International students please refer to www.international.mq.edu.au/certify for information on who can certify your documents.

Coherent study (pre-2010)

A particular stream of study that consisted of a specific set of units that must be completed at 300 level or higher. It had to be preceded by other units at 100 level and 200 level, but these were generally not listed as part of the coherent study – they were either prerequisites for 300-level units or part of the general requirements for a degree.

Commerce unit

A unit which is accredited as providing significant relevant content in an approved commerce program for the purposes of the degree rules.

Related terms: designated unit, economics unit, engineering unit, information technology unit, medical sciences unit, science unit, social science unit

Commonwealth Supported Place (CSP)

A Commonwealth Supported Place is a higher education place for which the Australian Government makes a contribution to an education provider (in this case, Macquarie University) towards the cost of a student's education. Commonwealth supported students are required to contribute to the cost of their education through a student contribution. For eligible students, student contribution amounts can be paid through HECS-HELP.

Related terms: HECS-HELP

Refer to: www.mq.edu.au/unifees/

Commencement fee

The commencement fee is a portion of the tuition fee that international students need to pay when they accept an offer to study at Macquarie University. The value of the commencement fee is listed on the offer letter. This commencement fee is deducted from student's first semester tuition fees (so it is not in addition to a student's tuition fees).

Commonwealth Register of Institution and Courses for Overseas Students (CRICOS)

CRICOS is the register prescribed under Section 10 of the ESOS Act. International students who hold a student visa may only enrol in a course registered on CRICOS.

Refer to: <http://cricos.deewr.gov.au>

Composite mode

A unit of study that requires both on campus attendance and external study. Arrangements for these units vary considerably, and students should consult the unit

description and/or the staff in charge of the unit for full details.

Related terms: distance education, external, internal, mode of offering

Concurrent studies (enrolment)

Study at another Australian university that may count towards the requirements for a Macquarie degree. Credit for such studies may be granted as credit for previous studies on satisfactory completion of the unit or units. Students must be aware that there are detailed conditions and procedures which apply to such studies.

Related terms: Credit for Previous Studies (CPS), exemption

Confirmation of Enrolment (CoE)

A document, provided electronically, which is issued by Macquarie University to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in the particular course at Macquarie University.

Contract

An agreement between parties which has legal significance and involves the transfer of consideration – either financial or some other type of benefit. Contracts generally specify business relationships for the acquisition or supply of goods or services, exploitation of intellectual property rights or funding agreements.

Corequisite

A corequisite is a unit of study which has to be completed prior to or concurrently with another. Prerequisites and corequisites are listed in the schedule of undergraduate units and the schedule of postgraduate units in the Macquarie University handbook.

Related terms: assumed knowledge, prerequisite, waiver

Refer to: www.handbook.mq.edu.au/2010/

Course

An unofficial term for program of study.

Related terms: program code, program of study

Credit

see Credit for Previous Studies (CPS).

Credit for Previous Studies (CPS)

General credit given in the form of Macquarie credit points for accredited tertiary-level studies undertaken at other institutions. When granted, CPS counts towards the credit point requirement for the degree in which a student is enrolled. CPS is sometimes called advanced standing.

Also known as: advanced standing, credit

Related terms: exemption

Credit point

Each unit of study is worth a specified number of credit points. The credit point value of a unit reflects the amount of work required in the unit. Each credit point in a half-year unit

would indicate that you should expect to spend about three hours each week on that unit (including class contact hours).

Related terms: unit of study

Cross-institution

A student who undertakes a unit of study at Macquarie while enrolled at another institution.

Deception

Deception includes, but is not limited to, false indication of group contribution, false indication of assignment submission, collusion, submission of a work previously submitted, creating a new article out of an existing article by rewriting/reusing it, using the same data to form the same arguments and conclusion, presenting collaborative work as one's own without acknowledging others' contributions, cheating in an examination or using others to write material for examination.

Related terms: academic honesty, fabrication, plagiarism, sabotage

Deferment

This is where a person, who has been offered a place at Macquarie University, decides to delay the commencement of their studies by one year, or if eligible by up to two years.

Degree

A degree is the major qualification awarded by a university. It is awarded either for successful work at undergraduate (bachelor degree) or postgraduate (higher degree) level, or as an honorary recognition (honorary degree) of achievement.

Related terms: bachelor degree, graduate diploma, higher degree

Department

The four faculties of the University are divided into departments reflecting the discipline being studied.

Related terms: faculty

Designated unit

A unit which is accredited by the University for the purposes of the bachelor degree rules. Some programs of study require a specified number of credit points to be completed in nominated unit designations. The unit designation is identified in the schedule of undergraduate units and schedule of postgraduate units in Macquarie University handbook.

Related terms: commerce unit, economics unit, engineering unit, information technology unit, medical sciences unit, social science unit, science unit

Refer to: www.handbook.mq.edu.au/2010/

Discipline

A discipline is a subject area eg English, Ancient History, Biology.

Related terms: unit of study

Discontinue

Where a student decides to discontinue, or abandon, their course enrolment. If students formally discontinue from all their enrolled units on or before the census date they will be considered 'not effectively enrolled' (NE) and will not be liable for student contribution charges or tuition fees for these units. If, however, students discontinue after the census date, they will be liable for student contribution charges or tuition fees and the units will be recorded on their official transcript.

Related terms: census date

Discrimination

Unfair treatment of a person or group on the basis of prejudice. Discrimination can be direct or indirect:

- Direct discrimination is treating, or proposing to treat someone unfairly because of a characteristic (such as race, sex, age, etc), in the same or similar circumstances.
- Indirect discrimination is imposing or intending to impose a requirement, condition or practice that is the same for everyone but which has an unequal or disproportionate effect on particular individuals or groups.

Distance education

A unit of study offered on a fully external basis. These are identified with an 'X' code in the schedule of undergraduate units and schedule of postgraduate units in the Macquarie University handbook.

Related terms: composite mode, external, internal, mode of offering

Refer to: www.handbook.mq.edu.au/2010/

Donor

Any person or organisation making a donation or donation in-kind to the University. Donors include students, alumni, friends, trusts, foundations, corporations, government bodies or non-government organisations. The gift is a donation if the only recognition or benefit given in return is a public acknowledgement of the gift.

Double major

In addition to completing the required qualifying major for a degree, it may be possible for students to complete the requirements of a second major. A second major may be taken from the approved majors offered by any of the faculties.

Related terms: major, minor, qualifying major

Economics unit

A unit which is accredited as providing significant relevant content in an approved economics program for the purposes of the degree rules.

Related terms: commerce unit, designated unit, engineering unit, information technology unit, medical sciences unit, science unit, social science unit

Electives

Units that students can decide to enrol in if they have the appropriate prerequisite.

Engineering unit

A unit which is accredited as providing significant relevant content in an approved engineering program for the purposes of the degree rules.

Related terms: commerce unit, designated unit, economics unit, information technology unit, medical sciences unit, science unit, social science unit

Enrolment

This is where a student informs the University which units they want to study in a particular study period (eg first half-year, second half-year). Enrolment is generally undertaken online directly by the student, although some students might need to attend the University to enrol. Enrolment may also involve choosing a timetable (eg tutorials, seminars, practical classes). Academic advisers are available to help with enrolment decisions.

Related terms: enrolment process

Enrolment process

This is the process that new students must follow after accepting their offer of admission. It can involve attending the University on a specified date before the beginning of teaching, receiving academic advice on planning study, being formally admitted to a degree, enrolling in units and choosing tutorial classes.

Related terms: enrolment

Equivalent Full-Time Student Unit (EFTSU)

Used as a standard measure of student load across the University for statistical and budgeting purposes.

Related terms: Equivalent Full-Time Study Load (EFTSL), full-time, part-time, workload

Equivalent Full-Time Study Load (EFSTL)

The Equivalent Full-Time Student Load is the measure of study load for a year of a student undertaking a full-time course of study.

Related terms: Equivalent Full-time Student Unit (EFTSU), full-time, part-time, workload

ESOS framework

Principally comprises the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2000 (the ESOS Regulations), the Education Services for Overseas Students (Registration Charges) Act 1997 (the ESOS Charges Act) and the National Code.

The ESOS framework governs the delivery of education services to international students.

The ESOS framework is supported by the Migration Act 1958 and the Migration Regulations 1994 and various state

and territory legislation relevant to the education of international students.

Refer to: www.aei.dest.gov.au/aei/esos

eStudent

This is the electronic system used at Macquarie University to manage enrolments and other student processes.

Examination

A time limited and individual assessment task conducted under supervision and within a specified examination period that is defined by the University.

Related terms: Assessment

Exclusion

Exclusion means that a student is barred from re-enrolling in a program or from a unit of study for a set period. Reasons for exclusion may include taking an unduly long time to complete a degree, poor academic performance, non-payment of fees or charges and/or for disciplinary reasons.

Exemption

An exemption is recognition that a student has completed a similar unit of study or content at another institution. Exemptions are granted on the basis of overlap of content with a required unit and apply only to students who have been granted CPS. If exempted from a unit which is a prerequisite for other units, a student is considered to have satisfied that prerequisite and so can enter directly into higher level units in that subject area. An exemption is only available to students who have been granted sufficient credit, at the appropriate level (eg 100 level, 200 level), through credit for previous studies.

Related terms: Credit for Previous Study

External

Study not conducted on campus. The symbol designating the external mode of study is 'X' (eg X1).

Related terms: composite mode, distance education, internal, mode of offering

Fabrication

Fabrication includes, but is not limited to, creating fictitious clinical data, citation(s), or referee reports.

Related terms: academic honesty, deception, plagiarism, sabotage

Faculty

An administrative grouping of research and academic staff and students based on the area they teach and study. There are four faculties in the University. All students will be registered in a faculty.

Related terms: department

Fair trade

Refers to products that have been produced in an ethically responsible manner. That is, those who produce the products are paid a fair price for the work undertaken. This is in contrast to many products which are made where workers receive remuneration well below the poverty line.

FEE-HELP

FEE-HELP is a loan scheme that assists eligible students to pay their tuition fees. FEE-HELP can cover all or part of a student's tuition fees.

Related terms: HECS, HECS-HELP, Student Learning Entitlement (SLE)

Full-time

A student is classified as a full-time undergraduate student if they are enrolled for the year in 17 or more credit points for the full year or 9 credit points for the half-year.

Related terms: EFTSL, EFTSU, part-time, workload

Grade

This is the statement of a student's overall performance in meeting the learning outcomes of a unit of study. At the University it is referred to as a Standardised Numerical Grade (SNG). Examples include High Distinction (HD); Distinction (D); Credit (Cr); Pass (P); Fail (F).

Related terms: mark, Standardised Numerical Grade (SNG)

Grade appeal

It is possible to appeal against a grade awarded in a unit.

Refer to: the Grade Appeal Policy www.mq.edu.au/policy/docs/grade_appeal/policy.htm.

Grade Point Average (GPA)

The grade point average of a student is a calculation which reflects the overall grades of a student in a coursework program. It is based on the units completed towards that program at Macquarie University and does not take into account any credit points granted for advanced standing or non-award study. It is printed on a student's academic record. The GPA is a calculation out of four, ie the highest GPA that can be achieved is 4.0. Such a GPA would indicate that a student's grades are distinction or high distinction.

Graduand

A graduand is someone who has completed all the requirements for a degree but who has not yet had the degree conferred at a graduation ceremony.

Related terms: graduate, graduate of the University

Graduate

A graduate is someone who has been awarded a degree.

Related terms: graduand, graduate of the University

Graduate diploma

Graduate diplomas are available to students who have already completed a bachelor degree in any field and who now wish to complete the equivalent of a major study in another field without attempting a second undergraduate degree. Graduate diplomas consist wholly of undergraduate units in a particular discipline.

Related terms: bachelor degree, degree, higher degree

Graduate of the University

A person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the By-Laws, conferred or awarded: a) by the University, b) by or

on behalf of any former institution that has, pursuant to this Act or to the Higher Education (Amalgamation) Act 1989 or otherwise, become a part of the University, or c) by any predecessor of any such institution.

Related terms: graduand, graduate

Grouped period

A Grouped Period is used to define groups of study periods for use in results processing and reporting. Examples are 2004_Exam_Endyear which includes the 2004 SHFYR (Second Half Full Year) and 2004 FULYR (Full Year) Study Periods.

Half-year

See academic year.

Harassment

Any type of behaviour, explicit or implicit, verbal or non-verbal that is unwelcome, offensive, abusive, belittling or threatening.

Higher Education Contribution Scheme (HECS)

HECS is a Commonwealth government scheme which provides access to loan schemes for eligible students.

Related terms: FEE-HELP, HECS-HELP, Student Learning Entitlement (SLE)

Higher Education Contribution Scheme – Higher Education Loan Program (HECS-HELP)

HECS-HELP is a loan available to eligible students enrolled in Commonwealth supported places. A HECS-HELP loan will cover all or part of the student contribution amount. These loans are to be repaid through the Australian Taxation Office (ATO).

Related terms: FEE-HELP, HECS, Student Learning Entitlement (SLE)

Higher degree

A higher degree is any degree that requires a student to have passed a bachelor degree first.

Related terms: bachelor degree, degree, graduate diploma

Honours

An honours year is usually completed at the conclusion of a bachelor degree program. A high level of achievement is usually considered necessary before being invited to complete an honours year.

Related terms: pass degree

Information technology unit

A unit which is accredited as providing significant relevant content in an approved information technology program for the purposes of the degree rules.

Related terms: commerce unit, designated unit, economics unit, engineering unit, medical sciences unit, science unit, social science unit

Internal

Classes (eg lectures, tutorials) conducted on campus. The symbol designating the internal mode of study is 'D' (eg D1).

Related terms: composite mode, distance education, external, mode of offering

International student

A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.

Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parent or legal guardian.

Also known as: overseas student

Related terms: student visa

Lecture

A session where an academic presents to students enrolled in a unit of study, generally in a lecture theatre.

Related terms: practical, tutorial

Level

The level at which a unit is taught indicates the amount of prior knowledge required to study it successfully. For example, 100-level units may be entered in the first year of study and often do not have any prerequisite units, while 200-level units generally have 100-level prerequisites.

Major

A structured sequence of units in a particular discipline or subject area which is approved by the University.

Related terms: double major, minor, qualifying major

Mature age

A student who is 21 years old or over on 1 March of the academic year they commence their study. Mature age students who have not previously enrolled at a university are eligible to apply under Macquarie University's Jubilee Admission Scheme.

Medical sciences unit

A unit which is accredited as providing significant relevant content in an approved medical sciences program for the purposes of the degree rules.

Related terms: commerce unit, designated unit, economics unit, engineering unit, information technology unit, science unit, social science unit

Memorandum of understanding

An agreement which formalises the terms of a relationship, arrangement or understanding between the University and another party. It is not intended to be legally binding on either party.

Minor

In general terms, a minor requires completion of half of the requirements of an approved major. In practice, a minor

requires completion of 12 credit points taken from an approved major, including 6 credit points at 300 level.

Related terms: double major, major, qualifying major

Misadventure

See special consideration.

Misconduct

Misconduct occurs when a student does not follow the by-laws, rules or policies set down by the University. Punishment for misconduct or breach of discipline may include suspension from classes, payment of fines, or exclusion from the University.

Mode of offering

The mode of offering for a unit of study indicates whether it is a day (D), evening (E), distance education (external, X), composite mode (Xc), vacation or field work (V2) unit or winter vacation (WV) unit.

Related terms: composite mode, distance education, external, internal

Non-award

Enrolment in a unit of study without being currently enrolled for an award.

Related terms: non-degree

Non-degree

Non-degree enrolment is enrolment by a current Macquarie degree student in a unit which will not be counted for credit towards the degree. Such a unit may be a Not to Count for Credit With (NCCW) unit.

Related terms: non-award, Not to Count for Credit With (NCCW)

Not effectively enrolled

A student is not effectively enrolled if they withdraw from a unit of study before the unit census date. The students enrolment in that unit will not be permanently recorded and they will not be liable for student contribution charges or tuition fees for that unit or consume any Student Learning Entitlement (SLE).

Related terms: Student Learning Entitlement (SLE)

Not to Count for Credit With (NCCW)

In the Schedule of Undergraduate Units and Schedule of Postgraduate Units in the Macquarie University Handbook, a unit labelled NCCW may not count for credit with another specified unit.

Refer to: www.handbook.mq.edu.au/2010/

Offer letters

This definition applies to international students.

- A full offer provides international students with a full offer of admission, and allows entry for the stated intake of the degree for which student is eligible. No further conditions need to be satisfied.
- A conditional offer outlines the conditions that must be satisfied in order for a student to be offered a place in their desired degree. Once a student has met the conditions, a full offer can be issued. Macquarie

International also has to confirm quotas on the selected course before a full offer can be made.

- A package offer requires that students complete an English language program or another preliminary program and attain a specified result, before commencing the degree. Students must accept the entire package by the deadline stated in the offer letter.

On-campus session

An on-campus session is a lecture, tutorial, block practical session held on the University campus for students who are studying in distance education (external) mode.

Also known as: residential school

Overseas Student Health Cover (OSHC)

You will need overseas student health cover if you will be in Australia on a student class visa. All international students who want to study at Macquarie University and are on a student class visa are required to pay health cover for the entire length of their program.

Part-time

A student is regarded as a part-time undergraduate student if they are enrolled in fewer than 17 credit points in a year or less than 9 credit points in a half-year.

Related terms: EFTSL, EFTSU, full-time, workload

Participation unit

A unit that provides students with an opportunity to learn through practical experience and make a valuable contribution to communities by applying knowledge and skills acquired in the classroom to real world situations.

Related terms: capstone unit, people unit, planet unit

Pass degree

A pass degree is a bachelor degree or a master degree, when an honours program has not been undertaken.

Related terms: honours

People unit

People units focus on the challenges of contemporary society and on what it means to be ethical local and global citizens.

Related terms: capstone unit, participation unit, planet unit

Plagiarism

Using the work or ideas of another person without clear acknowledgement of the source of the work or ideas. This includes, but is not limited to, any of the following acts:

- copying out part(s) of any document or audio-visual material or computer code or website content without indicating their origins
- using or extracting another person's concepts, experimental results, or conclusions
- summarising another person's work
- submitting substantially the same final version of any material as another student in an assignment where there was collaborative preparatory work

- use of others (paid or otherwise) to conceive, research or write material submitted for assessment
- submitting the same or substantially the same piece of work for two different tasks (self-plagiarism).

Related terms: academic honesty, deception, fabrication, sabotage

Planet unit

Planet units help students to understand the nature of science and the challenges and issues facing the planet, with a particular focus on sustainability.

Related terms: capstone unit, participation unit, people unit

Postgraduate

A course of academic study higher than a bachelor degree.

Related terms: undergraduate

Practical

Practical work or practical sessions are a component of some units (and programs) that require laboratory, in the field or hands-on techniques.

Related terms: lecture, tutorial

Prerequisite

A prerequisite is a statement of the required knowledge or conditions that must be satisfied before enrolment in a particular unit of study is permitted. Prerequisites are listed in the Schedule of Undergraduate Units and Schedule of Postgraduate Units in the Macquarie University Handbook.

Related terms: assumed knowledge, corequisite, waiver

Refer to: www.handbook.mq.edu.au/2010/

Program code

An individual code has been allocated to each program of study.

Related terms: course, program of study

Program of study

The combination of units and/or research work that must be satisfactorily completed to qualify for a degree. All programs of study available at Macquarie are detailed in the Schedule of Programs of Study in the Macquarie University Handbook.

Related terms: course, program code

Refer to: www.handbook.mq.edu.au/2010/

Qualifying major

Degrees that allow a choice of the particular subject area to be studied (such as the Bachelor of Arts, the Bachelor of Science and the Bachelor of Commerce) require the completion of a major. This major is called the qualifying major. The list of approved qualifying majors for a degree is included in the program of study.

Related terms: double major, major, minor

Remission or re-crediting

A practice where a student's FEE-Help balance or Student Learning Entitlement (SLE) (including any HECS-HELP debt) is re-credited because of special circumstances.

Residential school

See On-campus session.

Rules

See bachelor degree rules, graduate diploma rules.

Sabotage

Sabotage includes, but is not limited to, theft of work, destruction of library materials.

Related terms: academic honesty, deception, fabrication, plagiarism

Schedule of undergraduate units and schedule of postgraduate units

The official lists of units offered, specifying time of offering, credit points, corequisites and prerequisites, and so on. The Schedules can be found in the Macquarie University Handbook.

Related terms: unit of study

Refer to: www.handbook.mq.edu.au/2010/

Science unit

A unit which is accredited as providing significant relevant content in an approved science program for the purposes of the degree rules.

Related terms: commerce unit, designated unit, economics unit, engineering unit, information technology unit, medical sciences unit, social science unit

Semester

An unofficial term for half-year (see academic year).

Social science unit

A unit which is accredited as providing significant relevant content in an approved social science program for the purposes of the degree rules.

Related terms: commerce unit, designated unit, economics unit, engineering unit, information technology unit, medical sciences unit, science unit

Special consideration

Intended for a student who is prevented by serious and unavoidable disruption from completing any unit requirements in accordance with their ability.

Also known as: misadventure

Related terms: unavoidable disruption, withdrawal without penalty

Sponsor

An entity that guarantees the payment and /or settlement of student fees and charges either partially or in full for a specified period. There are two types of sponsors:

- An external sponsor is an external organisation that guarantees the payment and/or settlement of student fees and charges either partially or in full for a specified period, eg AusAid.
- An internal sponsor is a Macquarie University faculty and/or office that guarantees the payment and/or

settlement of student fees and charges, either partially or in full, through providing its general ledger account code details.

Sponsorship

Refers to funding in which the sponsor receives material benefit such as right to a public association with an activity, item, person or property of the University. Sponsorship typically takes the form of a business agreement on, for example, naming rights or co-branding for the money or services provided.

Standardised Numerical Grade (SNG)

Is the number that is associated with the grade (High Distinction, Distinction, Credit and so on) that a student is awarded. It is called a grade as it does not represent the raw marks, it reflects where within the grading structure the student sits.

The standardised numerical grades are:

HD	High Distinction	85–100
D	Distinction	75–84
Cr	Credit	65–74
P	Pass	50–64
F	Fail	0–49

Related terms: mark, grade

Student debtor

An individual who has been enrolled in an award program or a unit at this University and owes monies to the University.

Student Learning Entitlement (SLE)

An entitlement that gives eligible students access to a Commonwealth Supported Place. All eligible students start with an SLE of seven effective full-time years.

Related terms: HECS, HECS-HELP, FEE-HELP

Student visa

An authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the Migration Act 1958.

Testamur

The official document with the University's seal on it which certifies that you have been awarded your degree or diploma.

Related terms: academic record, academic transcript

Transcript

See academic transcript.

Tutorial

A session with a small group of students who meet with an academic to discuss topics within a unit of study.

Related terms: lecture, practical

Unavoidable disruption

An event or set of circumstances that meets all the following:

- (a) could not have reasonably been anticipated, avoided or guarded against by the student;

- (b) was beyond the student's control;
- (c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work;
- (d) substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements;
- (e) was of at least three consecutive days duration within a study period and/or prevented completion of the formal examination.

Related terms: special consideration, withdrawal without penalty

Undergraduate

A course of academic study for a bachelor degree is regarded as an undergraduate course.

Related terms: postgraduate

Unit code

The individual code that has been allotted to each unit of study. The code is three or four letters to represent the subject area followed by one digit to represent the level of the unit: 1 = 100 level, 2 = 200 level, 3 = 300 level, followed by two further digits to distinguish the particular unit. For example, the unit code for Field Geography and Mapping is GEOS307, indicating that it is a 300 level unit in geosciences.

Related terms: unit of study

Unit of study

A course, whether it is for a degree or diploma, is made up of a number of units of study (sometimes informally called subjects), each worth a fixed number of credit points.

Also known as: subject, unit

Related terms: discipline, unit code

Universities Admissions Centre (UAC)

The Universities Admissions Centre is a joint office for assessing and processing applications for enrolment in undergraduate and postgraduate degree courses at Macquarie University and other universities in New South Wales and the Australian Capital Territory.

Refer to: www.uac.edu.au.

University medal

University medals recognise exceptional achievement by students.

Waiver

A waiver is given to students who have not completed the prerequisites and corequisites for a particular unit but who have sufficient knowledge to successfully complete the unit. Students must apply for waivers and if successful, they are permitted to enrol in a unit for which they do not meet the relevant prerequisite.

Related terms: assumed knowledge, corequisite, prerequisite

Refer to: www.reg.mq.edu.au/Forms/USSWaiver.pdf for an Application for Special Approval form

Withdrawal without penalty (W)

A grade that is given for a unit of study that indicates a student has withdrawn from the unit without academic penalty. Units with 'W' grades still incur a financial liability.

Related terms: special consideration, unavoidable disruption

Workload

A workload in a program of study is defined by the number of credit points a student enrolls in during the academic year. Full-time students generally study about 24 credit points a year, and part-time students about 12.

Related terms: EFTSL, EFTSU, full-time, part-time