

IHM GLOSSARY OF TERMS

(compiled from TEQSA & TCSI Glossaries & IHM Policies)

A

Aboriginal and Torres Strait Islander Peoples - Any person who is of Aboriginal and/or Torres Strait Islander descent; identifies as an Aboriginal and/or Torres Strait Islander; and is accepted by the Aboriginal and Torres Strait Islander community in which they live as an Aboriginal and/or Torres Strait Islander.

Aboriginal and Torres Strait Islander cultural competence and capabilities - The student and staff knowledge and understanding of Aboriginal and Torres Strait Islander Peoples' cultures, histories, contemporary realities and protocols, and proficiency to engage and work effectively in Aboriginal and Torres Strait Islander Peoples' contexts and expectations.

Aboriginal and Torres Strait Islander Peoples' Education - The training and educational opportunities and outcomes for Aboriginal and Torres Strait Islander Peoples; and the opportunity for all IHM students to gain knowledge about Aboriginal and Torres Strait Islander cultures, histories, contemporary realities, and protocols.

Aboriginal and Torres Strait Islander Perspectives - The Aboriginal and Torres Strait Islander Peoples' worldviews, histories, cultures, law and lore, values, beliefs, languages, lifestyles, and roles.

Academic Evidence Framework - An Evidence Guide, by scope of activity, which comprises the following dimensions: i. Personal and professional development ii. Student engagement and learning iii. Application and integration of scholarship iv. Design and development v. Discovery and extension of new knowledge vi. Leadership and collaboration.

Academic field - academic discipline or field of study that is taught and/or researched. The terms "academic field" and "academic discipline" may be used interchangeably within the IHM Academic Staff Promotions Policy, IHM Staff Promotions Procedure and Guidelines.

Academic fraud - A form of academic dishonesty that occurs when a person makes false representation to gain unfair advantage.

Academic governance - A subset of the overall governance of a higher education provider. Academic governance deals with the framework that regulates providers' academic decisions and quality assurance. Academic governance includes the policies, processes, definitions of roles, relationships, systems, strategies, and resources that ensure academic standards and continuous improvement in academic activities. It is concerned with the integrity and quality of the core higher education activities of teaching, research, and scholarship.

Academic integrity - Relates to honest and responsible scholarship through students creating and expressing their ideas, acknowledging all sources of information, completing all work, e.g., assessment tasks independently and/or, acknowledging any collaboration.

Academic leadership is the art of leading a team in good academic governance to support the achievement of effective academic outcomes measured by indicators of student success. It involves the application of a combination of capabilities and competencies encompassing the design, delivery, implementation, and evaluation of all functions of an academic, a team, a faculty, or an

institution for the purpose of supporting quality student centred higher education outcomes. With an eye to continuous improvement, academic leadership involves both the leadership and management of higher education outcomes in the following areas:

- Academic Governance
- Operational Administration
- Learning & Teaching
- Scholarship of Teaching and Learning (SoTL)
- Discipline Scholarship, Research and Supervision
- Course and Curriculum Design
- Technology Enhanced Learning (TEL)
- Innovation
- Academic Policy Development
- Capacity Building and Sustainability of Academic Roles
- Stakeholder and Community Engagement
- Continual Professional Development
- Application of Professional Learning for Academics
- Benchmarking and Quality Assurance
- Managing and Mitigating Academic Risks.

Academic Policies: Academic policies are in the purview of the Academic Board, subject to the approval of the Academic Dean, and are made through processes under the Learning and teaching committee and Course Advisory and development committee.

Academic Progress - The process by which students can advance in their course of study, having fulfilled all the academic requirements which are stipulated in IHM's grading schema and the relevant course accreditation bodies. It is the responsibility of a student to maintain satisfactory academic progress in their course, that is, successfully completing at least 50% of its in that trimester or teaching period., or in the case of part-time students at least one unit.

Academic staff-A member of staff of a higher education provider who is appointed wholly or principally to undertake a teaching and/or research function.

Academic transcript - an official legal record of all the units of study of a course completed at IHM and includes the cumulative GPA earned by the student.

Access and equity - Refers to the provision of access to courses of study and educational services on a fair and equitable basis, free from any arbitrary or discriminatory restriction.

Active bystander intervention - Seeing and recognising a potentially harmful situation and choosing to respond in a safe and lawful way that could prevent or stop harm from happening or continuing.

Activity - A scheduled activity, that requires the student's participation, including, but not limited to a lecture, tutorial, practical, seminar, or discussion at a specified time and/or day.

Admission - The process of applying for, being made an offer to, accepting the offer of admission, and being admitted to an award course or a program of study at IHM

Administrative charges and non-tuition Fee - Fee for student services and amenities of a non-academic nature.

Administrative Policies: Administrative policies are put in place to provide an orderly environment for faculty and staff as they do their work to accomplish the university's purposes. Administrative policies also provide a framework for students and off-campus persons and groups who have interactions with the institute. Administrative policies are primarily directed to the operation of the institute.

Advanced standing - expressed in the form of a specified number of credit points, towards an award course, granted based on previous, successfully completed.

Agent - A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers.

Annual Fee review – A formal review of fees and charges conducted yearly in accordance with IHM policies and procedures.

Appeal - An escalation step which may be open to a student if the student is dissatisfied with an adverse decision or perceives an adverse outcome.

Applicant - A person who has formally indicated or is in the process of formally indicating their intention to participate in a course of study but has not yet enrolled in that course.

Application - A process by which an applicant formally indicates their intention to participate in a course of study prior to enrolment.

Approving authority - The subcommittee in which the policy owner must submit the Policy draft for approval is called the Approving Authority. The list of approving authorities is included as Appendix to Policy Management Procedure.

AQF Qualification - This qualification is the result of an accredited complete course of learning leading to formal certification that a graduate has achieved the learning outcomes described in the AQF.

Artificial Intelligence (AI) - is the ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings.

AI hallucination - is the result when a generative AI system provides a response that is not factual.

Articulation – when completion of a lower-level course meets the entry requirements for a higher-level course or enables graduates of the lower-level course to enter the higher-level course with a standard grant of credit.

Articulation agreement – a formal agreement between the University and another institution, for articulation between courses of the two institutions.

Articulation arrangements - Create a defined pathway that enables a student to progress from a completed course of study to another course of study with admission and/or credit.

Artificial intelligence literacy - is a set of competencies that enables individuals to critically evaluate AI technologies; communicate and collaborate effectively with AI; and use AI as a tool online, at home, and in the workplace.

Assessment - A process to determine a student's achievement of identified learning outcomes by attributing value to outcome of a task undertaken by student and may include a range of written and oral methods and practice or demonstration.

Assessment task - Includes, but is not limited to essays, tests, examinations, laboratory, field, and clinical work, workplace learning tasks, portfolios, projects, productions, presentations, performances, and online activities.

Assignment - An assignment is a set or prescribed task that a student is expected to complete over an extended period and by a designated due date. Assignments allow and usually require students to do further reading and research while completing the task. An assignment must produce an assessable artifact or performance such as a paper, a work in an electronic medium such as a video or a presentation.

Associates: contractors, consultants, volunteers, visiting appointees and visitors to IHM 4. Goods and services: the supply of equipment, consumables and like items (goods) or the provision of services or execution of works (services).

Attendance - Physical and or online presence/engagement for the scheduled duration of a class or learning activity, at an educational or clinical facility (physical) or virtually (online).

At-risk - A student is considered at-risk of breaching their course progression obligations, for example, poor academic performance or poor attendance.

- a. if a student fails more than 50% of their attempted units in a trimester or in the case of part-time students at least one unit.
- b. if the student fails a unit for a second time
- c. when the student is found to have engaged in academic misconduct

Australian Qualifications Framework (AQF) - Australia's national framework for regulated qualifications, encompassing higher education, vocational education and training and school education. It provides a national recognition and a consistent understanding of what defines each qualification type.

Australian Higher Education Graduate Statement (AHEGS) - A supplementary statement to a testamur and record of results that provides additional information to enhance understanding of the qualification by students, employers, industry and professional associations both locally and internationally.

Australian Skills Quality Authority (ASQA)-The national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

Authorised Person - a person or organisation designated to sign and make decisions on behalf of IHM.

Award course means a set of requirements, units, and/or supervised research which when satisfactorily completed by a student normally qualifies that student for a formal IHM award.

B

Breach of copyright - Is defined as the commission of an act that is disallowed, either explicitly or implicitly, by the Copyright Act 1968 (the Act) and subsequent amendments.

Benchmarking - A structured, collaborative process for comparing practices, processes, and outcomes of courses across the Higher Education sector, to demonstrate more accountability, networking and increased understanding of practice, processes. It assists IHM to identify comparative strengths and weaknesses that will support ongoing improvements in academic quality.

Board of Examiners (BoD) – A review panel that determines the academic progression status of students.

Bursary - Funds allocated for the tuition fees (or part thereof), associated charges and in some cases a stipend for reasons other than those applying to a scholarship.

Business Development Manager - an individual who is responsible for building and maintaining positive relationships with agents or representatives working on behalf of IHM.

Business Records - means any current or former financial, administration, governance, and all other records that are not student or staff related.

Bullying - as defined by the Occupational Health, Safety and Welfare Act 1986, is behaviour that is directed towards a person or a group of persons, that is repeated and systematic, and that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten personnel to whom the behaviour is directed, creating a risk to health or safety.

C

Campus-The physical location from where a course of study is being delivered. This location may or may not be owned by the higher education provider which enrolls the student. For e-learning (online) or other distance education courses this would be the location at where the electronic course material is maintained.

Casual staff-Staff who are engaged and paid on an hourly or sessional basis, and who have no entitlement to paid annual, sick or long service leave.

Confirmation of Enrolment (CoE) -A document, provided electronically, which is issued by IHM to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in an IHM course.

Core Generic skills - The Australian Qualifications Framework, which spans all education and training sectors, captures Core Generic skills under four broad categories: Basic Fundamental skills, People skills, Thinking skills, and Personal skills.

Criterion - is a specific aspect of performance that is specified by the assessor and which the student must consider and address in their submitted response to an assessment task. Where a grade is assigned, it is assigned on the judgment of the standard the student has achieved on each of the criteria specified for the task. It provides a focus for learning and teaching and specifies for both student and assessor what is required from the assessment task.

Criterion-referenced assessment - involves the use of predetermined criteria and standards to support judgments about the quality of a student's performance rather than a reference to the achievement of other students and/or a scaled distribution of grades across a cohort. It is often defined in contrast to norm-referenced assessment defined below.

Coursework course – a course leading to a qualification at an Australian Qualifications Framework level of 8 or below, or a master’s course with no research component.

Credit transfer (CT) - Awarding credit towards one qualification based on a student having completed a course, or components of a course, or other formal learning that is demonstrably equivalent to an IHM course

ChatGPT (Generative Pre-trained Transformer) - is a large language model developed by OpenAI, designed to engage in natural language conversations with users. It uses deep learning algorithms to understand and respond to a wide variety of questions and prompts in a conversational manner.

Cheating - Describes an act of academic misconduct through which a student attempts to gain unfair advantage in admission to a course or in an assessment task.

Contract cheating - Includes paid and unpaid arrangements made through a third party, which includes friends/family allowing another person or using artificial intelligence to complete part or all an assessment or examination.

Copyright - Copyright in Australia is governed by the Australian Copyright Act 1968 (the Act). This legislation gives the owner of the copyright in literary, dramatic, musical, and artistic works, sound recordings, films, and broadcasts exclusive rights to use those works. The types of uses include the right to reproduce/copy a work, publish, perform in public, and/or communicate the work to the public via electronic means - including making it available online or sending it via email. Permission needs to be obtained from the owner of copyright.

Compassionate or compelling circumstance - Circumstance beyond the control of the student and which has an impact on the student's course progress or wellbeing.

CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students. A searchable database, run by the Australian Government, which lists all Australian education providers (and their courses) for people studying in Australia on student visas.

Course completion-The successful completion of all the academic requirements of a course of study. This includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry. Where a combined course automatically leads to two separate awards, a course completion will only occur when the requirements of both awards have been satisfied.

Critical Incident: s a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear, or injury (as defined by Standard 6 of the National Code 2018). Critical incidents include, but are not limited to situations such as:

- Serious injury, illness or death of a student or staff
- A missing student
- Natural disaster, fire, earthquake, or storm; bomb threat or sabotage, explosion, hostage, or siege situation
- Loss of a building or key utilities, telecommunications failure; bodily harm, serious accident, or injury; serious assault, robbery, armed hold-up
- Serious health or environmental issue, a pandemic, an epidemic, or an outbreak
- Serious sexual assault, serious drug use and/or alcohol abuse
- War or acts of terrorism, civil unrest, major demonstration
- major or severe incidents that involve students or staff:
 - serious injury, illness, or death of a student or staff;

- mental health issues impacting on safety of self or others
- Severe verbal or psychological aggression; other traumatic events or threats.

Critical Incident Response Team (CIRT): Facilitates interventions following a Critical Incident. Members of the CIRT include the CIRT Leader, Emergency Warden, CEO, COO, Quality Assurance Manager, OHS Representative, First Aid Officer and other relevant staff members.

Critical Incident Management Plan: A plan that describes IHM's critical incident management arrangements.

Course - A formally approved/accredited course of learning that leads to the award of an accredited qualification.

Course Fee - the tuition and other fees set by IHM for the courses.

Course Mapping – Is the process of comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification and assigning appropriate credit values.

Course Quality Framework – The framework that encompasses design and development, approval and amendment, course and performance monitoring, review and re-accreditation, professional accreditation, discontinuation and suspension of intake, course and subject consolidation as well as teaching efficiency.

Curriculum – Is the full outline of a course, usually built around a conceptual framework with the educational and professional nursing or midwifery philosophies underpinning it and including course philosophy; course structure and delivery modes; subject outlines; links between learning outcomes, their assessment and national competencies; teaching and learning strategies; and a workplace experience plan.

Credit arrangements-Formal negotiated agreements within and between issuing organisations or accrediting authorities regarding student entitlement to credit. They may also be formal arrangements made between issuing organisations and students. Credit can be given in the form of block, specified or unspecified credit.

Credit transfer-A process that provides students with agreed and consistent credit outcomes for completed components of a course of study based on identified equivalence in content and learn.

Census Date - The last date when a student can withdraw from the course or unit of study or apply for a deferral without remaining liable to pay for the term or the last date to submit any request for reducing the study load. A Census Date must be no earlier than 20 per cent of the way through the period during which the unit is undertaken, which is the time between the unit commencement and completion dates.

Commonwealth supported student - means a student enrolled in a Commonwealth supported place at an approved higher education provider, for which the Australian government makes direct contribution to the Institute, towards the cost of the student's education.

Commonwealth supported place - means a place at an approved higher education provider that is subsidised by the Australian Government so that students only have to pay 'student contribution' amounts for their units of study

Compassionate or compelling circumstance – A situation beyond the control of the student that impacts on the student's course progress or wellbeing.

Course of study – a course leading to a qualification at an Australian Qualifications Framework level of 8 or below, or a master's course with no research component.

Course/Semester/Term start date – Is defined as the first day of the course/semester/term.

Course Mapping – The process of comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification and assigning appropriate credit values.

Core Generic skills - The Australian Qualifications Framework, which spans all education and training sectors, captures Core Generic skills under four broad categories: Basic Fundamental skills, People skills, Thinking skills, and Personal skills.

Course Quality Framework – The framework that encompasses design and development, approval and amendment, course and performance monitoring, review and re-accreditation, professional accreditation, discontinuation and suspension of intake, course and subject consolidation as well as teaching efficiency.

Course review - Is a component of academic quality assurance and a process for evaluating the content and structure of a course, including assessment methods, learning outcomes, student achievement of these learning outcomes, and delivery mode, to ensure the course reflects emerging developments in the pedagogy and the field of study of the course.

Cancellation of enrolment - The discontinuation of a student's enrolment by IHM.

Complaint - A verbal or written communication from students or staff who believe they have encountered sexual assault or sexual harassment, either by another student or staff of the Institute, or a related Institute stakeholder or third party. A complaint may take the form of either disclosure or report of an incident of sexual assault or sexual harassment.

Consent - Freely and voluntarily agreeing to sexual activity that involves taking responsibility for ensuring the other person is comfortable and agrees to engage in sexual activity. Examples of circumstances in which someone is automatically considered as unable to give consent include when a person is drunk, drug-affected, asleep, or unconscious, unable to understand the sexual nature, submitted because of force, fear or harm or mistaken about the identity of another person.

Conferral - the legal act of graduation. Awards are conferred by IHM at a graduation ceremony or 'in absentia'.

Credit transfer (CT) - Awarding credit towards one qualification on the basis of a student having completed a course, or components of a course, or other formal learning that is demonstrably equivalent to an IHM course.

Clinical Placement Agreement: A written formal agreement or contract, between IHM and the facility where the IHM student is undertaking the PEP.

Clinical Supervisor: A nominated health care professional at a health care facility with specific responsibilities in relation to the supervision of students undertaking PEP and the facilitation of students' clinical learning. A clinical supervisor is an appropriately qualified and recognized

professional who guides students' education and training during clinical placements. The clinical supervisor is responsible for ensuring safe, appropriate, and high-quality patient care.

Course Coordinator - The academic staff member responsible for academic and administration, including the planning and coordination of the teaching, assessment and reviews that contribute to the academic quality and integrity of a course, in consultation with the Academic Dean and/or the Academic Director

Criminal offence - An action that is punishable under the law.

Criterion - is a specific aspect of performance that is specified by the assessor and which the student must consider and address in their submitted response to an assessment task. Where a grade is assigned, it is assigned on the judgment of the standard the student has achieved on each of the criteria specified for the task. It provides a focus for learning and teaching and specifies for both student and assessor what is required from the assessment task. i) Criterion-referenced assessment - involves the use of predetermined criteria and standards to support judgments about the quality of a student's performance rather than a reference to the achievement of other students and/or a scaled distribution of grades across a cohort it is often defined in contrast to norm-referenced assessment defined below.

D

Data – includes:

- digital or hard copy records
- documents (print or electronic)
- evidence of online activity including email
- information stored on databases, including physical or online storage.

Diversity – Refers to the uniqueness of individuals from a multiplicity of cultures having varied attributes, that result in an abundance of positive perspectives and insights.

Disability - The Commonwealth Disability Discrimination Act (1992) (DDA) defines "Disability" as: a. Total or partial loss of a person's bodily or mental functions; or b. Total or partial loss of a part of the body; or c. The presence in the body or organisms causing disease or illness; or The presence in the body or organisms capable of causing disease or illness; or the malfunction, malformation or disfigurement of a part of the person's body; or e. 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; and includes a disability which presently exists; or previously existed but no longer exists; or may exist in the future; or is imputed to a person.

Disability Discrimination - Is defined within the Commonwealth Disability Discrimination Act 1992 as when someone with a disability is treated less favourably than someone without a disability. Disability discrimination also occurs when people are treated less fairly because they are relatives, friends, carers, co-workers or associates of a person with a disability. Discrimination also exists where there is a condition or requirement imposed, which may be the same for everyone, but which unfairly excludes or disadvantages people with a disability (for example in employment and education.) Discrimination is illegal not just during working attendance hours, but also illegal in any other work or study related contexts, including conferences, work functions, business trips, excursions, office parties, work or practical placements, work experience or field trips. Different

treatment of people with a disability is not unlawful discrimination where it is reasonably intended to ensure that they have equal opportunities or to meet their special needs.

Domestic Applicant - An Australian or New Zealand citizen, Australian Permanent resident, or Australian humanitarian visa holder.

Domain - is based on current practice and relevant legislation as informed by historical notions of IHM. IHM identifies three specific academic activities, which are termed "domains" and encompass much more than the traditional and restricted concepts of teaching and research. These academic activities are:

- influencing IHM, profession, community,
- Promoting learning,
- Creating knowledge.

Dimension - each domain is characterised in the IHM Academic Evidence Framework: An Evidence Guide, by scope of activity, which comprises the following dimensions:

- Personal and professional development
- Student engagement and learning
- Application and integration of scholarship
- Design and development
- Discovery and extension of new knowledge
- Leadership and collaboration

Department of Education-The Australian Government department with responsibility for developing and administering higher education policy and programs and administering funding under the Higher Education Support Act 2003.

Duplicate submission - Resubmitting or largely reusing previously assessed work. n) Examination cheating - Includes any of the following examples: Accessing/obtaining an advance copy of an examination paper unless otherwise authorised, e.g., a 'seen' paper, communicating with or copying from, another person/s during an examination, or bringing into,

Date of Issue – is the date in the testamur which is ratified by the Academic Board

Deselection - The regular removal of material from a collection in order to maintain the collection as active, relevant and up-to-date, so as to best meet the needs of IHM. Deselection decisions must take into account use, the intended scope of the collection, as well as financial and space constraints.

Domestic student -Refers to all students who are not overseas students as defined in the National Code.

Digital collections - Collection materials in various formats that receive special attention in terms of storage, description and access.

Delegate: The individual, committee or body authorised to act on behalf of, and represent, another.

Delegation of Authority: The act of transferring authority to an individual, committee, or body for specific activities

Deferment – Also referred to as Deferral. Deferment is the process whereby a student who has been offered a place in a course but who does not intend to take up that offer for the forthcoming period, requests to have an offer deferred to a later intake.

Domestic student - A domestic student is defined as:

- Australian citizen (including Australian citizens with dual citizenship)
- New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship (Note: includes any such persons who have Permanent Resident status)
- a permanent humanitarian visa holder
- a holder of a permanent visa other than a permanent humanitarian visa

Discontinuation of a course - Is the process by which the Academic Board decides that a course ceases to be offered to new students for admission, while enabling students already admitted to a course to continue their studies in accordance with the existing course structure.

Leave of absence - A temporary period taken at a student's request during which no units of study are taken.

E

EAP - English for Academic Purposes is a university and TAFE preparation course for international students to develop students' language and academic skills.

ESOS - The legal framework which governs the delivery of education to overseas students studying in Australia on a student visa. The framework sets out clear roles and responsibilities for providers of education and training to international students and complements Australia's student visa laws. 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. j) Immigration – Department of Home Affairs

Eligibility for admission - The criteria by which students are assessed for admission to a course.

English Language Intensive Courses for Overseas Students (ELICOS)-Courses offered to students studying in Australia on student visas. 'Intensive' denotes full-time study load (20 scheduled course contact hours per week).

English language proficiency The ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study.

English language requirements - The minimum English language requirement for students to be admitted to a course at IHM.

EFTSL-One Equivalent Full-Time Student Load. This is a measure of the study load, for a year, of a single student undertaking a course of study on a full time basis

Evidence - refers to demonstrable activities, outputs and outcomes that illustrate and support claims being made relating to the demonstration of excellence, quality, innovation and impact. Applicants to refer to the IHM Academic Evidence Framework: An Evidence Guide for further information.

Elearning -Use of any digital technology or resources to deliver and support specific teaching and learning aims/outcomes. Also referred to as 'online learning' or 'technology enhanced learning'.

ELICOS - English Language Intensive Courses for Overseas Students and includes IHM's General English and English for Academic Purpose courses.

Entry requirements - a general term which covers the minimum age requirements, minimum English Language requirements and minimum course-specific requirements that an applicant must meet in order to secure their admission into a course at IHM.

Equity and ease of access - Assessment must avoid placing requirements upon students that they cannot meet due to their special needs unless those requirements are an intrinsic part of the course content or the intended employment outcomes of its graduates. In some special cases, the alternative assessment will be provided to students who have special needs such as a disability, injury, or illness.

Examiner-Any academic staff member involved directly in the marking evaluation of a student's performance in an examination or assignment is considered an examiner.

Examination-An examination is a formalised process allowing students to demonstrate skills, knowledge, and procedures within a limited timeframe. The time limitations on an examination are such that there is no or very limited opportunity for students to access resources or do further reading while they complete it.

External Referencing - a process through which a higher education provider compares an aspect of its operations with an external comparator(s)

Exceptional circumstances - May include any of the following:

- Financial hardship
- Banking/postal delay
- Currency issue
- Sponsor problem
- IHM administrative errors
- Natural/political/economic disaster.

F

Field of education-The classification system (split in to three levels) used by higher education providers to classify courses of study, specialisations and units of study. Field of education groupings of courses and specialisations are on the basis of similarity of potential professions, rather than similarity of content, while units of study are coded on the basis of a likeness in terms of their subject matter.

Financial viability-Financial resources and financial management capacity to sustain higher education provision consistent with the requirements of the Provider Registration Standards outlined in the Higher Education Standards Framework (Threshold Standards) 2021.

FTE Full-time equivalence

Facility: Any facility or organisation that hosts students for professional placement. This includes but is not limited to any public health/educational facility, public or private hospital where the professional placement is undertaken.

Fair Dealing - For a variety of reasons, including research or study, limited use of copyright material is permitted without requiring permission from the copyright owner; this equates to 10% of the number of pages in a book or one chapter of a work.

Fee paying student - A domestic student who is not Commonwealth supported for a unit of study. Fee-paying students pay tuition fees.

Fees - Charges payable or any incidental fees stipulated under the Higher Education Provider Guidelines 2012, e.g., any tuition, examination or other fee payable.

Formal learning – Is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Feedback in the context of assessment - Feedback in the context of assessment relates to the information returned to students on their progress in a unit of study or learning outcomes. The information can be quantified in the form of marks or grades for assessment tasks and/or in the qualitative form such as comments, model answers, reading suggestions, etc. All assessments should incorporate both formative and summative assessment feedback for students to use in the pursuit of life-long learning (assessment FOR learning) in addition to an assessment of learning to date (assessment OF learning).

Formative assessment - an assessment task is formative when it provides feedback to students on how their work can be improved. Formative assessment aims to help students to monitor and reflect on their learning progress and determine where improvements can be made.

G

Governing body-The body with ultimate decision-making authority over the higher education provider and its operations.

Government Accreditation Authority (GAA)-State and territory government accrediting authorities who were previously responsible for accrediting higher education qualifications and authorising non-self-accrediting higher education providers, These functions are now conducted by TEQSA.

Grade distributions-Set by each higher education provider, they involve analysing the aggregation of final grades using data by subject, course of study, student cohort or other grouping. Grade distributions may be determined using norm-referencing methods, criterion-referencing methods, or a combination of both. Criterion-referencing requires a focus on identified learning outcomes and provides transparency for students.

Grade Point Average (GPA) - a calculation for higher education results which is typically calculated by adding all the numbered grades received by a student and dividing them by the number of credits taken. The cumulative GPA is reflected in the academic transcript. The Academic Board approved the introduction of the GPA in June 2020. IHM has adopted a 4-point GPA scale.

Graduate Attribute - Generic learning outcomes that refer to transferable, interdisciplinary skills, knowledge and attitudes & non-discipline specific skills that a graduate may achieve through learning that have application in study, work and life contexts. These are researched as desirable transferable attributes sought by employers. Also defined as “qualities, skills and outcomes IHM agrees its students should develop during their time with the institution.” These attributes include, but go beyond, the disciplinary expertise or technical knowledge that has traditionally formed the core of most IHM courses.

Generative Artificial Intelligence - Generative Artificial Intelligence (GAI) is an AI model capable of generating text, images, code, video, and audio. Large Language Models (LLMs) such as ChatGPT and Copilot produce text from large datasets in response to t

H

Higher education award

- a diploma, advanced diploma, associate degree, bachelor degree, graduate certificate graduate diploma, masters degree or doctoral degree
- a qualification covered by level 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework

Higher education provider (provider/HEP) - HEP are registered by the Tertiary Education Quality and Standards Agency (TEQSA). HEP are often established or recognised by or under the law of the Australian Government, a state, or the Department of Education, Skills and Employment. Defined in the TEQSA Act as:

1. a constitutional corporation that offers or confers a regulated higher education award
2. a corporation that:
 1. offers or confers a regulated higher education award
 2. is established by or under a law of the Commonwealth or a Territory
3. a person who offers or confers a regulated higher education award for the completion of a course of study provided wholly or partly in a Territory.

Higher education services- Includes functions such as:

- delivery of teaching and learning services (including student assessment)
- student learning support (such as access to library materials, academic learning support, and English language support)
- personal student support services (such as career services, advocacy, counselling, accommodation services, health and welfare services)
- marketing, advertising and promotion of course(s) of study
- student recruitment
- maintenance of and/or access to electronic resources and/or websites to support higher education operations
- maintaining student records and data
- student admission services
- provision of teaching and learning or research facilities
- student complaint management; and research supervision.

Higher Education Standards Panel (HESP)-A legislative advisory body, established under TEQSA Act, with responsibility related to the standards for delivery of higher education in Australia.

Higher Education Support Act 2003 (HESA Act)-The HESA Act provides for the Commonwealth to give financial support for higher education and certain vocational education and training through:

- a. grants and other payments made largely to higher education providers.
- b. financial assistance to students (usually in the form of loans).

Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework)-Set by the Minister for Education and Training on the advice of a panel with expertise in the delivery of higher education, the HES Framework is the minimum level of achievement that a provider must meet and maintain to registered to deliver higher education courses of study.

Hallucinated references - are fake references that are generated by generative AI language models, and that are made up of constituent parts (e.g., authors, journal titles, etc.) taken from actual references.



IELTS - International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It measures how well a person reads, listens, speaks and writes in English.

Informal learning – is learning gained through work, social, family, hobbies, or leisure activities and experiences. Unlike formal or non-formal learning, informal learning, it is not organised or externally structured in terms of objectives, time, or learning support.

Integrity of assessments - IHM will take all reasonable and necessary steps to ensure that students complete their assessments themselves, unaided, and with integrity. All students will sign or electronically acknowledge a declaration that work they are submitting for assessment is their own and is free from collusion, plagiarism, and other forms of misconduct.

International or overseas student(s) - 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 Regulations.

Interim measures - Temporary restrictions or requirements regarding who a student or staff member can contact, how they can make contact, where they can go on-campus and at what time(s). These restrictions are Instituted to minimise the potential for harm to a student or staff member.

Intrusive - A person who constantly tends to invade private/personal space, e.g., someone who comes to your desk uninvited, and offers unsolicited life advice and engages in overly personal conversations.

Intrusive question - An unwelcome and/or overly personal question.

Immigration - the process of moving to a new country or region with the intention of staying and living there.

International student - A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act and as prescribed in the ESOS Regulations.

Incidental fees – Charges payable specific to the course in addition to the tuition and administration fee, e.g., laboratory, personal protective equipment, safety glasses).

International fees - The fee payable by an international student.

Impersonation - Pretending to be another student and completing an assessment task/exam on their behalf.

ITEP Academic Plus - International Test of English Proficiency Academic Plus can be taken online and evaluates grammar, listening, reading, writing and speaking with score ranges from 0-6 the ITEP Academic Plus is aligned to the CEFR (Common European Framework of Reference) and delivers detailed score reports within 24 hours.

J

Joint awards-Courses offered through collaborative or cooperative arrangements between two or more higher education providerJoint and dual awards are typically offered through collaborative or cooperative arrangements between two or more higher education providers involving either a single course, different courses, or variations on a single course (with common components)

K

Key personnel - Includes senior executive officers such as:

- the Principal/Chief Executive Officer
- Academic Director (or other senior executive officer with primary responsibility for academic operations)
- and others who will:
 - make decisions about the governance, management or direction of the academic and corporate operations of a higher education provider.
 - exercise a notable degree of control or influence over the decision making about the governance, management or direction of the academic and corporate operations of a higher education provider.

L

Learning Outcomes -The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Local fees – The amount payable by an Australian resident/citizen, e.g., student is regarded as a Commonwealth supported student.

Library Advisory Committee - Academic Dean, Course Coordinators, Finance Manager and Librarian

M

Material Change-a registered higher education provider is required to notify TEQSA if any of the following events occur or are likely to occur:

- an event that will significantly affect the provider's ability to meet the Threshold Standards
- an event that will require the National Register to be updated in respect to the provider.

Material changes to an accredited course of study or to the operations of a higher education provider may lead TEQSA to take regulatory action. Any action we take will be mindful of not discouraging change, innovation and continuous improvement.

Minimum deposit – An initial amount payable to secure a place in the course.

Moderation of assessment-Quality assurance, control processes and activities such as peer review that aim to assure:

- consistency or comparability, appropriateness, and fairness of assessment judgments
- the validity and reliability of assessment tasks, criteria and standards.

Moderation of assessment processes establish comparability of standards of student performance across, for example, different markers, locations, subjects, providers and/or courses of study.

Moderation - Is a quality assurance and control process that aims to assure consistency and/or comparability, appropriateness, and fairness of assessment judgments, as well as the validity and reliability of assessment tasks, criteria and standards. Moderation of assessment processes establish comparability of standards of student performance across, for example different markers, locations, subject, providers and/or courses of study. At IHM, moderation has three phases: pre-delivery moderation; moderation during delivery; and post-delivery moderation.

Mode of study-The range of options for study available to students. Examples include:

- attendance face-to-face in a classroom
- supervised study on a higher education provider's campus
- eLearning (online learning)
- distance or independent learning
- work-integrated learning
- fast track
- intensive delivery
- block release
- and mixed (or blended) delivery.

Market approach: a process whereby IHM approaches the market calling for offers for a particular good or service. A market approach may take the form of an expression of interest, request for quotation, request for information, request for proposal or request for tender.

N

Non-formal learning – Takes place through a structured course of learning but does not lead to an officially accredited qualification. Examples include training in the workplace, voluntary work, or community work.

National Code 2018 – refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018, are legislative standards that set out the requirements for providers to overseas students studying onshore in Australia on a student visa in accordance with the Education Services for Overseas Students (ESOS) Act 2000.

National Protocols for Higher Education Approval Processes. The National Protocols were drafted as guidelines rather than standards and did not contain measures of performance.

National Register of Higher Education Providers (National Register)-The authoritative source of information on the status of registered higher education providers in Australia.

Nested courses-Course of study leading to higher education awards that include articulation arrangements from a lower-level higher education award into a higher level higher education award. Nested courses also enable multiple entry and exit points.

Non-AQF award- A course leading to a qualification, or an award not covered by the Australian Qualifications Framework (AQF).

O

Obligation Period - A specified time as defined by sections 46D, 47D or 47E of the Education Services for Overseas Students Act 2018.

Occupational violence - any incident where personnel is physically attacked or threatened in the workplace.

Offensive - means any conduct or language which a reasonable person would regard as insulting or humiliating in the circumstances.

Offshore activity - an activity where IHM engages in an agreement or operates beyond the borders of Australia, either on its own or in cooperation with one or more international partners.

Offshore partner - An institution (usually a higher education provider) with whom IHM cooperates in offshore activity.

Offshore course - An IHM award course or program of study approved for delivery to students at a location outside Australia by IHM or through cooperation with an international partner.

Offshore student – A person who is has been admitted to an award course or a non-award course and has an active enrolment in units or time-based study in that course which is offered offshore. At IHM, an offshore student refers to a student who is from or located outside Australia and is enrolled in a course of study at IHM. These students are typically not physically present in Australia and are undertaking their studies through online or distance learning modes. Offshore students are not residing in Australia and may not require a student visa to study at IHM.

Online student – Students enrolled in an ongoing course of study that is delivered fully online or through any form of distance education that does not involve students' presence at a designated physical location.

Overseas Student - An overseas student refers to a student who is enrolled in a course of study at the Institute of Health and Management (IHM) and to whom the Education Services for Overseas Students Act 2000 (ESOS Act 2000) is applicable. This includes students who are studying on a student visa or any other visa category that falls within the scope of the ESOS Act.

P

Pathways-Allow students to move through Australian Qualifications Framework (AQF) qualification levels with full or partial recognition for the completed course of study and/or learning outcomes they already have.

Provider Case Manager-Managers employed in the provider assessment and evaluation area of TEQSA who manage activities relating to a higher education provider.

Provider Category-Relates to a category of provider outlined in the Higher Education Standards Framework (Threshold Standards) 2021.

Professional Experience Placement - Is the component of nursing education that allows students to use judgement when applying theoretical knowledge in an actual practice setting and includes the concept of 'clinical training' as embodied in the National Law.

Peer review of Assessment - Ensuring assessment is fit-for-purpose, clearly communicated and moderated, e.g., using the Peer Review Portal, a cloud-based review management system, approved by the Tertiary Education Quality and Standards Agency (TEQSA) as an optional support mechanism which universities, industry, disciplinary networks, and professional bodies can use to meet academic standards through external review.

Peer Review - The impartial and independent assessment of research by others working in the same or a related field. Peer review has several important roles in research and research management, in the assessment of grant applications, in selecting material for publication, in the review of

performance of researchers and teams, and in the selection of staff. Peer review provides expert scrutiny of a project and helps to maintain high standards and encourage accurate, thorough, and credible research reporting.

Publication of Research Findings - All forms of dissemination including academic journals and books, non-refereed publications including webpages, and other media such as exhibitions and films, and discipline-based professional and institutional repositories.

Placement Coordinator: The IHM staff member who coordinates and oversees the professional placement program relevant to a course and/or discipline.

PRISMS - The Provider Registration and International Student Management System (PRISMS) is the electronic system that holds CRICOS and the electronic confirmation of enrolment.

Pre-Placement Requirements (PPR): Before attending professional placements, students must complete and provide evidence of several mandatory prerequisites usually prescribed by the host facilities, legislation, Occupational Health and Safety procedures and/or the disciplinary or professional standards. These requirements are in place to ensure the protection of the student and for anyone the student engages with during the professional placement.

Projected attendance - the expected level of attendance by at the end of the semester or unit

Professional Development - A systematic approach to professional and career development to ensure that all staff members have the capabilities necessary to fulfil their roles, develop themselves and their careers, adapt to change and assist in developing others.

Professional Development Activities - Professional development occurs through a range of formal and informal work-related activities; formal study; research/writing; and external engagement. Work related activities include attendance at conferences, seminars, short courses (internal or external) or workshops; participation in committees or working parties, industry placement/visits, mentoring schemes (being mentored and acting as a mentor), coaching as a participant or a coach, subject or course meetings, specific project/ consultancy work, courses or programs, professional reading, focused consultation with colleagues, obtaining and acting on feedback from students, clients and/or colleagues, online training modules, networking, temporary performance of duties in another position or undergoing career counselling. Formal Study includes formal TAFE or higher education programs at undergraduate or postgraduate level including research activities. Please refer 'Staff Professional Development Further Education and Scholarly Activities Procedure' for the steps involved in undertaking of Professional Development training, further education / scholarly activities with the support of IHM.

Professional Practice - Professional practice in this policy refers to people who practise in professions, occupations or disciplines through drawing on a formal body of knowledge. It also refers to a field of knowledge that relates to the professional, ethical and/or moral dimensions of being a practitioner in a particular profession, occupation or discipline

Partner Portal refers to the online portal used by IHM to manage partner information and engagement

Plagiarism - Presenting the work or property of another person as one's own, without appropriate acknowledgement of the other person's work

Policy – A policy is a course of action to be adopted in an organization. Policies are documents that describe the principles that govern and guide conduct and decision-making in a particular context. A

policy Sets out objectives, authorities, responsibilities, and high-level rules for an area of the institute's activities and applies institute-wide unless its scope section limits the scope.

Procedure – A procedure is a detailed mandatory direction on how the policy (principles) will be implemented in an operating environment. Procedures are operational documents that describe the processes and actions that are required to enable the implementation of a policy. Procedure supports a policy or rule by defining detailed process requirements for some or all aspects of the activity defined by the policy or rule. The procedure

Policy developer – Staff responsible for the development or review of the policy.

Policy owner – Staff or department head responsible for the successful implementation and application of policy, and communications about a new policy or revised policy. The policy owner is the position identified as responsible for monitoring the effectiveness of a policy text and reviewing it.

Policy suite – the full set of rules, policies, procedures, guidelines, local instructions, and committee terms of reference of the institute.

Policy Management System: An electronic system for the internal team to draft new policies and manage the policies. g) **Policy Register:** An indexed or searchable, electronic repository of all IHM policies.

Policy Template: Provides structure for policy information and ensures consistency across IHM from one policy document to another. It contains major sections representing information required in every policy document. All IHM's policies must be written in the current policy template before final approval.

Program of study - A collection of academic content which may or may not be integrated, and do not in themselves lead to an IHM award of a degree, diploma, or certificate.

Prevention of plagiarism and collusion - Prevention of plagiarism is central to the design of assessment tasks as well as the processes by which they are administered and marked. Policies and procedures relating to this are outlined in the Academic Honesty and Integrity Policy

Prospective student - a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming a student at IHM.

PTE Academic – Pearson Test of English (PTE) Academic. The PTE is a computer-based test which assesses the English language skills of non-native speakers intending to apply for university courses in English-speaking countries. The Academic version is for students who are planning to study overseas.

Q

Quality assurance - The review and improvement of processes and outcomes to ensure a high level of quality is maintained.

R

Re-admission - Previously inactive/deferred/incomplete enrolled students seeking to re-enrol into a course.

Recognition of prior learning (RPL) - A process of evaluating a student's prior learning (formal, informal, nonformal learning) to determine its equivalence to, and therefore the amount of credit that may be granted towards their course of study.

Referrer refers to a RNP program participant that has referred a potential student for consideration by IHM for enrolment into a course offered by IHM.

RNP refers to the Referral Network Program which is a student referral program offered by the Institute of Health and Management (IHM).

Referral refers to a student that is referred to IHM through the RNP program. Referrer refers to a RNP program participant that has referred a potential student for consideration by IHM for enrolment into a course offered by IHM.

Release – If an international student wishes to transfer to another provider before completing six months of their principal course, the student must obtain a release from their registered provider, or meet one of the conditions specified in Standard 7 of the National Code. After completing six calendar months of the principal course, a student can transfer without needing to meet particular conditions.

Re-housing - The identification of physical material to be relocated to other campuses as circumstances require (Example: to meet teaching and learning demands or space requirements).

RNP refers to the Referral Network Program which is a student referral program offered by the Institute of Health & Management (IHM)

Research – as defined by the Australian Research Council, means the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new

Research data – means data collected, generated, or used in research, including facts, observations, computer program results, statistical analyses, measurements, or experiences on which an argument, theory, test or hypothesis, or another research output is based. Data may be numerical, textual, descriptive, visual or tactile; raw or processed, and may be held in any format or medium.

Researcher – means any person within the scope of this policy who plans, proposes, leads, conducts, supports, or prepares outputs of research. g) Higher degree by research (HDR) course – means a course leading to a qualification at Australian Qualifications Framework level 9 or level 10 in which a research component makes up 66% or more of the course volume of learning. Higher degree by research courses lead to the award of a master by research, professional doctorate or Doctor of Philosophy

Research output – means the work that is published, exhibited, broadcast, or presented to disseminate findings from research. These may be in the form of journal articles, books, book chapters, conference papers, research reports, web-based publications, multi-media work, works of art, performances, compositions, software, or research data.

Republishing - presenting previously published work again or anew.

Rubric (or assessment rubric) - a rubric is an evaluation tool or set of guidelines used to promote consistent marking of an assessment task. A rubric communicates the application of expectations about learning outcomes, the criteria that will be used to judge their achievement, and the standards of performance or quality expectations around a particular criterion for demonstrating achievement of the learning in an assessment task.

Rule - A legal statement of the authorities and requirements for a function of the Institute governance, a governance process, or an activity involving decisions that have major consequences for students or staff and may be prone to dispute. It Must define requirements fully and unambiguously, as a direct

S

Satisfactory attendance - Students who achieve at least 80% attendance of scheduled contact hours across all unit of study undertaken in a course.

Scholarship - Funds allocated to tuition fees, associated charges and in some cases a stipend.

Suspension of enrolment - A temporary hold placed on a student's enrolment preventing that student from continuing their studies until an issue is resolved or a process has been completed.

Self-plagiarism - presenting or reusing your own previously written work or data, without appropriate citation to the original work.

Sexual Assault: Sexual assault occurs when a person is forced, coerced, or tricked into sexual acts against their will or without their consent. The act is often perpetrated by someone known to the person and can leave them feeling threatened, uncomfortable, or frightened. Consent must be given, and it should be informed and free from intimidation. A person who is asleep or under the influence of drugs or alcohol cannot give informed consent. Sexual assault is a crime and is not the victim's fault. Examples of sexual assault: a. comments about a person's private life or the way they look b. sexually suggestive behaviour, such as leering or staring c. brushing up against someone, touching, fondling, or hugging d. sexually suggestive comments or jokes e. displaying offensive screen savers, photos, calendars, or objects f. repeated requests to go out g. requests for sex h. sexually explicit emails, text messages or posts on social networking sites. i. sexual assault

Sexual gestures - Any obscene hand motions/gestures, movements of the tongue, lips, or mouth, that may also include suggestive facial expressions, leering, or staring.

Sexual harassment - IHM has a zero-tolerance approach to sexual assault and sexual harassment and other forms of harmful misconduct. Sexual harassment is when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours to another person, and/or engages in any other unwelcome conduct of a sexual nature in relation to another person. made in a physical and/or virtual environment by verbal, nonverbal or technology facilitated means, including images that make a person feel offended, humiliated, intimidated, or degrade Examples of sexual harassment: a. Intrusive questions or statements about a person's private life b. Repeatedly asking a person for sex or dates c. Offensive sexual comments or jokes d. Sexually suggestive behaviour such as leering or staring.

Sexual misconduct - Includes incidences of sexual harassment and sexual assault.

Sensitive Information - means personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record.

Solicitation - Occurs when a student or external agency requests, offers, encourages, induces, or advertises for another individual/student to contract, commission, pay, procure, or complete on their behalf, assessment tasks or other items that are likely to result in their use for cheating,

misrepresentation and/or plagiarism. A student who willingly assists another to circumvent the purpose of assessment through solicitation, cheating, misrepresentation, or plagiarism (for example by willingly sharing their work, giving them access to their work or, advertising the availability of their work or someone else's work) is also breaching academic integrity and may be subject to disciplinary action.

Standards - are statements describing the level of the quality of performance in relation to stated criteria in an assessment task. When specific criteria are established in standards-based assessment specified levels and qualities of performance are developed as standards to demonstrate achievement of those criteria for each assessment task. Marks can be awarded by reference to the standards of performance specified across the various criteria of the assessment task. To achieve this, staff must identify and articulate clearly the different levels of performance that are connected to the grade and communicate those standards to students and other staff.

Student - A person who has enrolled in and been admitted to a course or unit of study at IHM. For this policy, this includes students who have completed their course, up until all marking has been completed and their final transcripts and awards have been conferred.

Student Management System – An information management system used to manage student information, records, communications and data.

Student Portal - An IHM web portal where all information and all services that students need can be found in one place. The home page requires a login that provides client (username and password).

Student Transfer - When an international student withdraws from one Registered Education Provider in order to take up study at another Provider

Scholarship - refers to: i. academic study, achievement or learning at a high level; ii. Engaging in personal but rigorous intellectual inquiry and development, involving values such as honesty, integrity, open-mindedness, scepticism and intellectual humility; and iii. Making transparent the processes and outcomes of scholarly activities.

Staff Personal Information - means personal details, contact details, payroll details, qualifications, employment history, performance reviews, and complaints.

Supervisor - refers to the line manager of an applicant. In most cases, this will be the Head of School but, where the applicant is a Head of School, for example, the supervisor is the Academic Dean. If the applicant is the Academic Dean, then the supervisor is the Chief Executive Officer. If the applicant is the Chief Executive Officer, then the supervisor is the Chair, Board of Directors.

Summative assessment - assessment is summative when it forms part of the final grade in a Unit. The student's work is assessed in terms of pre-determined standards so that it can be classified in terms of levels of achievement (grades).

Subject- A separate unit of study and a combination of subjects make up a course of study

Support staff- A member of staff of a higher education provider without an academic staff classification who provides support functions for teaching and/ or research activities. Examples of support functions include:

- management
- academic learning support
- English language support
- student counselling

- librarian
- IT support
- laboratory assistance
- technical assistance
- general administrative functions
- student administration functions such as provision of student advice, student admissions, student enrolments and student graduations.(TEQSA Def)

Student cohort- All students commencing a course of study in a particular year with a higher education provider.(IHM) Student cohorts may be classified by:

- entry pathway
- mode of study
- place of study
- other groupings. (Modified TEQSA Definition)

Student contact hours- Time spent by students in IHM timetabled teaching and learning activities, such as:

- face-to-face lectures
- tutorials
- supervised study
- field trips
- work-integrated learning activities
- Clinical and other placements.
- Simulations
- Online classes (Modified TEQSA Definition)

Student complaint- a problem or concern about academic or non-academic matters that is formally raised with the Institute for resolution under the relevant parts of the Student Complaints and Appeals procedure.

Student completion rates-The rate of completion for a cohort of students completing in minimum time. Completion rates are defined as the number of completions of students in a course as a proportion of the total number of students who commenced in a course in a given year. The rate may be defined as completing in minimum time or minimum time plus one year.

$$CR = \frac{\text{Completing Student in N + 3}}{\text{Number of Students in Cohort N}}$$

Student Personal Information - means personal information and includes assignments, examinations, individual student results, student results collated in a list with identification by student number, and practicum, field and clinical placement details, financial details, emergency contact details. This definition is in accordance with the definitions in the Privacy Act 1988 and the Higher Education Support Act 2003.

Student progress rates-A measure of educational achievement and the effectiveness of educational delivery. The student progress rate measures successful student subject load. (TEQSA definition)

Student Records - means records that contain evidence or information about a student's undertakings during their period of enrolment at IHM, and include course applications and supporting documentation, assessment records, personal details, assessments, and academic transcripts.

T

Testamur – A Testamur is the legal and official certification document of a degree that is presented upon graduation from IHM. A Testamur will include the students full legal name, the date the award was conferred and the award title and major (in relevant).

Teaching - is a multi-faceted, complex and collaborative activity that has a performative aspect of working with students online or face-to-face in formal and informal settings; it also incorporates other foundational activities such as curriculum development, assessment and ongoing professional learning about teaching.

TEQSA - The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher Education.

Third party, agent or partner arrangements-Where a higher education provider (IHM) has, or intends to have, aspect of its course(s) of study carried out by a partner, agent or third-party arrangement. These arrangements may include:

- partnerships with other institutions, higher education providers, or entities
- the formation of joint ventures or special purpose companies
- sub-contracting of services
- Franchising arrangements.

Threshold Standards - Threshold Standards are defined as :(a) the Provider Standards, which are: the Provider Registration, category and course accreditation Standards &(b) the Qualification Standards (TEQSA Definition)

Teaching period - Academic period of the course/program of study, e.g., 12 weeks.

Trimester - A defined formal period of study of 12 weeks for IHM accredited courses/programs.

Tuition fees – Amount payable for a unit/course of study.

Total life cycle considerations: a full consideration of the goods or services to be purchased including but not limited to planning, development, implementation, ongoing management, maintenance and transition.

U

Unit of study - Units of study are the building blocks of course structure and will enable the development of skills, concepts, approaches, and capabilities which contribute to the graduate attributes and qualities– A single component of a course/qualification, or a stand-alone unit, that has been approved/accredited.

Units - Units are the component parts of accredited courses (this includes HE, Non-Award Courses) that are designed as discrete entities but also complement other Units to form a coherent course of study that leads to the learning outcomes of an award course. Each Unit has a distinct set of learning outcomes the achievement of which are measured through appropriate assessment tasks.

Unit Coordinator: The academic staff member/lecturer in charge of a particular unit. The **Unit Coordinator** is typically responsible for planning the unit, setting the assessment tasks, producing the unit outline and coordinating the staff teaching into the unit. The Unit Coordinator is also

responsible for academic and administrative tasks that contribute towards the continuous improvement of the unit.

Unsatisfactory attendance - Students who are not be able to achieve 80% attendance of scheduled contact hours across all unit of study undertaken in a course.

V

Validation: Validation is a process of peer review, which occurs before the setting of assessment tools. It is used to check that assessment is aligned with and reflects unit learning outcomes, and that the format, content, and criteria for assessment are set at an appropriate level.

Value for money: a process for assessing the best outcome from a market approach activity that assesses the capabilities and competencies of each supplier against the price submitted by each supplier. It takes into account financial and non-financial factors including price, total life cycle consideration, environmental, social and economic factors.

Victimisation - refers to unfavourable treatment of a person because of their involvement in a complaint made under the Institute's grievance procedures or to an external body.

Vilification - is publicly encouraging or inciting hatred, ill-feeling or severe contempt for someone or a group of people on the basis of race and certain other personal characteristics.

Vexatious complaint – A disclosure or report made or pursued without reasonable grounds or made to harass or annoy, cause delay or detriment, or for any other wrongful purpose.

W

Weighted Average Mark (WAM) - an indication of overall academic performance. The WAM is the average mark achieved by a student across all completed units in a course, including any failed and repeated subjects.

Workloads - Assignments and examinations are a part of the student workload for each unit of study and must therefore be taken into consideration in the calculation of hours and credit points.

Work-integrated learning Where structured and purposefully designed learning and assessment activities integrate theory with the practice of work. It includes service learning, and activities normally involve students interacting with industry and community within a work context or similar situation. This may be simulated and generally allows students to learn and apply/demonstrate skills and knowledge applicable to the course of study being undertaken.